Ontario
Ministry of
Labour

Women Crown
Employees
Office

Report 1981/82
The Status of Women Crown Employees

EIGHTH ANNUAL REPORT

ON THE STATUS OF

WOMEN CROWN EMPLOYEES

1981/82

PREPARED BY:

THE WOMEN CROWN EMPLOYEES OFFICE
MINISTRY OF LABOUR

MRS. BARBARA SPEAKMAN
DIRECTOR

PRESENTED IN THE
LEGISLATURE BY:

THE HONOURABLE
RUSSELL H. RAMSAY
MINISTER OF LABOUR
PROVINCE OF ONTARIO

LETTER OF TRANSMITTAL

The Honourable Russell H. Ramsay
Minister of Labour
Province of Ontario
Parliament Building
Toronto, Ontario

I am pleased to present to you, for tabling in the Legislature, the Eighth Annual Report on the Status of Women Crown Employees for the fiscal year 1981/82.

The report documents the activities and results in the eighth year of the Ontario Government's Affirmative Action Program for women Crown employees. It also provides an overview of the direction the program has taken over the years, highlights the phases through which it has progressed, and discusses some of the indications for the future of the Program.

The Women Crown Employees Office prepares the report annually to fulfil the monitoring and auditing function recommended in the June 1973 provincial Green Paper, Equal Opportunity for Women in Ontario: A Plan for Action, the subsequent instructions about the Program received from Premier William G. Davis, and the provisions of the current Directive on Affirmative Action, effective April 1, 1980.

This program monitoring and evaluation material is the result of considerable work on the part of the Women Crown Employees Office, the Affirmative Action Program Managers in the ministries and Crown agencies, and many others in the Ontario Public Service who contribute to the Affirmative Action Program.

T. E. Armstrong
Deputy Minister of Labour

INDEX

CHAPTER		PAGE
1	INTRODUCTION	1
2	CORPORATE ACTIVITIES: THE WOMEN CROWN EMPLOYEES OFFICE	3
3	CORPORATE ACTIVITIES: THE AFFIRMATIVE ACTION COUNCIL	8
4	ANALYSIS OF SERVICE-WIDE STATISTICS	13
	(Includes Corporate Tables)	23
5	INTRODUCTION TO THE MINISTRY and CROWN AGENCY CHAPTERS	46
	MINISTRIES:	
6	AGRICULTURE AND FOOD	51
7	THE ATTORNEY GENERAL	55
8	THE CIVIL SERVICE COMMISSION	58
9	COMMUNITY AND SOCIAL SERVICES	61
10	CONSUMER AND COMMERCIAL RELATIONS	64
11	CORRECTIONAL SERVICES	68
12	CULTURE AND RECREATION	71
13	EDUCATION/COLLEGES AND UNIVERSITIES (including Education Relations Commission)	74
14	ENERGY	77
15	THE ENVIRONMENT	80
16	GOVERNMENT SERVICES	83
17	HEALTH	86
18	INDUSTRY AND TOURISM (including Ontario Development Corporation and Ontario Place Corporation)	89

CHAPTER	MINISTRIES: (cont'd.)	PAGE
19	INTERGOVERNMENTAL AFFAIRS	92
20	LABOUR	96
21	MANAGEMENT BOARD SECRETARIAT	99
22	MUNICIPAL AFFAIRS AND HOUSING	102
23	NATURAL RESOURCES	105
24	NORTHERN AFFAIRS	109
25	REVENUE	112
26	THE SOLICITOR GENERAL	116
27	TRANSPORTATION AND COMMUNICATIONS	120
28	TREASURY AND ECONOMICS	123
	AGENCIES:	
29	LIQUOR CONTROL BOARD OF ONTARIO	126
30	THE NIAGARA PARKS COMMISSION	128
31	TV ONTARIO (Ontario Educational Communications Authority)	131
32	WORKMEN'S COMPENSATION BOARD	134

APPENDIX: AFFIRMATIVE ACTION PROGRAM DIRECTIVE: Excerpt from Manual of Administration

CHAPTER 1

INTRODUCTION

The fiscal year 1981/82 was the second year of activity under the April, 1980 Directive on Affirmative Action for women Crown employees. We now have two years of results using the numerical planning target methodology (and at time of writing we are well into the third year). This provides a more factual results data base upon which to examine the chosen direction and goals of the program, and modify them if necessary.

During the 1981/82 fiscal year, and continuing currently, there have been a number of important changes in the environment within which the Affirmative Action Program operates. Economic constraints have produced a negative staffing climate, involving external hiring freezes, reductions in staffing ratios and budget cuts. There has therefore been a limitation placed on the availability of qualified female applicants from external sources, a reduction in the number of vacancies for which women can compete, and limitations on staff development and salary budgets which finance the career development aspects of the program.

Nevertheless, progress in advancing women's occupational status in the Ontario Public Service has been continued, and the statistical and graphic data which follows will highlight a number of areas where women's progress has been greater than men's.

Another highlight of the 1981/82 year was an audit of the Women Crown Employees Office and some aspects of the Program, by the Provincial Auditor. The Report of The Provincial Auditor was followed in January, 1982, by a review of certain of the recommendations by the Standing Committee on Public Accounts. The result of this examination was an agreement that the specific goal of 30% representation by women in all modules and categories may not be realistic in some areas, and that the goal and methodology be re-examined.

As a result of these various observations and examination of results to date, the Women Crown Employees Office will be developing some modifications to the Program in time for the 1984/85 fiscal year. It is anticipated that these modifications will strengthen the initiatives already underway, will consolidate ministry and corporate results, and will take into consideration the impact of current and potential economic conditions, while accelerating the positive progress already achieved. Minor modifications to planning methodology and reporting mechanisms have already been made from year to year.

This year's Report has some additional graphics, illustrating women's advancement as opposed to men's. It also includes some expanded competition data, and comparative year to year information on hire/promotion activity and accelerated career development initiatives.

It is hoped that this expanded information base will not only assist us in planning future program components and thrusts, but will help to illustrate the widely disparate factors which contribute to the achievement of the Program's objectives.

The data will be the basis for reviewing the appropriateness of the Program's numerical goal of 30% in all categories and modules by the year 2000. It should perhaps be noted again that targets are not quotas. The targets are established using projection of the number of vacancies expected in under-represented classes (fewer than 30% female representation) and the estimated percentage that women comprise of all persons qualified to fill the estimated vacancies (female availability rate). Targets are a projected numerical definition of the minimum possible opportunities for hiring/promoting women into under-represented classes.

The Ministries continued to implement the major elements of the latest Directive:

- annual numerical planning targets were set by ministries, reviewed by the W.C.E.O. and approved by the Management Board of Cabinet.

- accelerated career development initiatives were undertaken to assist women in becoming more competitive for vacancies in under-represented classes.

- inclusion of affirmative action results in the performance appraisal of managers in ministries as they develop formal performance appraisal systems.

- choice of program priorities to maximize the ministry results.

- maintenance of program basics.

The W.C.E.O. also made a presentation to Management Board of Cabinet to increase the Affirmative Action Incentive Fund, established with the latest Directive to $300,000. for this fiscal year. The Fund is administered by the W.C.E.O. and is accessed by ministries to provide salary dollars to fill-in for women who are being provided with accelerated career development activities during this year. The ministries fund the majority of these activities from within their existing salary and wages budget; however, the Incentive Fund provides additional monies, as required, as an incentive to provide more career development opportunities. The fund operates on a "contingency" basis.

Management Board of Cabinet reviewed ministries' progress in achieving their numerical targets twice during the fiscal year: at September 30, 1981 and March 31, 1982.

Corporate Issues Report

The W.C.E.O. and the A.A.C. completed the research and prepared a Corporate Issues Report covering areas of government personnel policy, standards, guidelines and practices which inadvertently present a barrier to women's advancement to equal employment status. A joint presentation was made to the Civil Service Commission making recommendations for changes to existing policy and new initiatives with respect to personnel practices.

CHAPTER 2

CORPORATE ACTIVITIES:

THE WOMEN CROWN EMPLOYEES OFFICE

The Women Crown Employees Office (W.C.E.O.) was established in April, 1974, to implement those recommendations of the 1973 Green Paper "Equal Opportunity for Women in Ontario: A Plan for Action" which related to improving the status of women employed in the Provincial Government.

During 1981/82 the W.C.E.O. had a staffing complement of seven: a director, three program development officers, a program assistant and two support staff. The Director's position changed incumbents, with Mrs. Barbara Speakman appointed effective November, 1981.

The major responsibilities of the Women Crown Employees Office are:

I. Program Development and Co-ordination
II. Research, Monitoring and Evaluation
III. Information and Education

related to the Affirmative Action Program. While the W.C.E.O. has been designated to carry out these functions, the Office works closely with the Civil Service Commission and its staff, and the Management Board Secretariat and its staff. These central agencies have primary responsibility for policies and programs which affect all employees.

This chapter will report on the activities of the W.C.E.O. and those other areas of Government which contributed toward the Affirmative Action Program.

I. PROGRAM DEVELOPMENT AND CO-ORDINATION

The W.C.E.O. continued the development of more sophisticated techniques to implement and monitor the provisions of the latest Directive, which was effective April 1, 1980. (This Directive is reproduced as the Appendix of this Report.) To facilitate the program planning work for each individual ministry Affirmative Action Program, the W.C.E.O. modified and streamlined the instructions and forms for the Management by Results (M.B.R.) targetting process. It also co-ordinated the development of a computerized program to produce specific statistical data to support the targetting process. As more experience is documented under the current Directive, the statistical data will become more and more specific and refined.

Recommendations were made and the report accepted by the Civil Service Commission in January, 1982. The W.C.E.O. has begun a program of follow-up on each of the 17 issues identified, including maternity leave, sexual harassment, apprenticeship, women into senior management, staffing standards, job evaluation methods, word processing, sexist stereotyping, day care, and permanent part-time employment. It is planned that the activity on Corporate Issues during 1982/83 will consist of pursuit of each issue to successful completion where possible, and provision of input to the Civil Service Commission on an ad hoc basis.

Some issues, such as paid maternity leave and working conditions for operators of Video Display Terminals, were also the subject of Collective Bargaining, and the outcome may depend on the conclusion of the Collective Agreement on Working Conditions and Employee Benefits between Management Board of Cabinet and the Ontario Public Service Employees Union.

Administration Support Group

The W.C.E.O. and the Affirmative Action Council continued to provide input to this classification standards project of the Civil Service Commission. The project, formerly called the Clerical Services/Office Services Classification Standards Review, affects approximately 17,000 employees, of whom the vast majority are women.

Experience '81

The W.C.E.O. participated in the Ontario Youth Secretariat's program, Experience '81, by offering a summer employment program which placed 10 students in various ministry Affirmative Action offices. These placements provided the students with direct experience in the Affirmative Action field through their projects relating to Affirmative Action research, education, publicity and program development.

The students were given additional special training. At the start of the program there was a two-day orientation touching on a broad range of issues relating to women in the work force, the Affirmative Action Program in the Ontario Public Service and the structure of the Government of Ontario. Mid-summer, the students attended a two-day workshop on career planning and motivation.

II. RESEARCH, MONITORING AND EVALUATION

Data Packages

The W.C.E.O. provides a statistical information package to each Affirmative Action Program Manager twice yearly. The package includes data on hiring and promotion activity and occupational and salary distribution of men and women in the ministries.

Technical Assistance Packages

The M.B.R. and Targetting Technical Assistance Packages were revised and reissued to assist Affirmative Action Program Managers in establishing numerical hire/promotion planning targets and other related affirmative action activities.

As well, the W.C.E.O. produced an internal handbook for Affirmative Action Program Managers as a reference manual on all issues, policy, procedures and general advice on the Affirmative Action Program in the Ontario Public Service.

Preparation of the Seventh Annual Report

Modifications were made to the format and content of this Report, as it was the first one following the implementation of the third Directive, April 1980. Several new items were added, such as planning targets, accelerated career development initiatives and more comprehensive competition monitoring data. The Annual Report is prepared by the W.C.E.O. and is the result of a collective monitoring and evaluation effort on the part of all Affirmative Action Program Managers in the ministries and Crown agencies.

Analysis and Evaluation of Ministry Affirmative Action Plans

Each year the ministries submit plans to the W.C.E.O. covering the following year's Affirmative Action Program. For the second year, all ministries were required to submit detailed M.B.R. plans incorporating the numerical planning targets concept. These plans were reviewed by the W.C.E.O. and recommended to Management Board for approval. The ministries then submitted the plans to Management Board, integrated with other budget and program plans for their ministries.

General Management Report

An additional reporting and corporate evaluation feature which was introduced as part of the new Directive involves a semi-annual report to the W.C.E.O. by ministries on progress towards the planned M.B.R. targets. This includes hire/promotion results and achievements in the area of accelerated career development initiatives.

The W.C.E.O. consolidated the information and provided a semi-annual report to Cabinet as part of the General Management Report to Cabinet.

III. INFORMATION AND EDUCATION

Seminars and Speaking Engagements

The speaking engagements undertaken by the Women Crown Employees Office were mainly for internal government meetings, courses or seminars. The staff provided information about the Affirmative Action Program work carried out at the corporate level, as well as providing input to corporate training courses such as the Selection Process Program for Personnel Administrators and the Program Executive Seminar for senior managers in the O.P.S.

Representatives from the Women Crown Employees Office and the Affirmative Action Council President also participated as speakers at the government-wide Information Exchange Day on the Automated Office. This provided an opportunity to present appropriate planners and managers with the Affirmative Action perspective to and recommendations for the emerging conversion to word processing equipment in government offices.

Regional Information Days

The Women Crown Employees Office participated on the Affirmative Action Council Task Force which determined the location and content of special Affirmative Action Information Days delivered to staff in the regions. Further information is under "Regional Delivery Task Force", in Chapter 3.

CHAPTER 3

CORPORATE ACTIVITIES:

THE AFFIRMATIVE ACTION COUNCIL

The Ontario Government's Affirmative Action Council is an official body within the government, composed of the Affirmative Action Program Managers of each Ministry and Crown agency of the Province of Ontario.

The Council works closely with the Women Crown Employees Office and the central agencies, serving as a forum for discussion and planning. The Council provides a formal mechanism for two-way communication between the Program Managers and the Director of the Women Crown Employees Office and, through this position, to the central agencies and councils of the Government of Ontario.

Through monthly meetings and a number of task forces, the Program Managers and their assistants are able to identify problem areas within their mandates, to recommend modifications to existing corporate policies and practices, and to act as a sounding board for proposed solutions that might affect the status of women Crown employees.

The program managers elect an Executive Committee annually. During 1981/82 the executive was:

Ann Taylor	President	Ministry of Government Services
Anne Marie Clark	Vice-president	Ministry of the Environment
Helen Bottaro		Ministry of the Attorney General
Linda Pergantes		Ministry of Industry and Tourism
Bette Pié		Ministry of Health

Task Forces

The Affirmative Action Council Work Plan identified the major issues to be addressed in 1981/82. From this work plan, the task forces were identified and created. The following descriptions are an overview of the activities of the task forces during 1981/82. The Women Crown Employees Office was represented on each of the task forces and most *ad hoc* committees.

PROFESSIONAL DEVELOPMENT FOR AFFIRMATIVE ACTION PROGRAM MANAGERS TASK FORCE

Purpose:

To respond to the Council's need for direct management skills, practical-based workshops and other information-sharing mechanisms.

Action:

A survey of Affirmative Action Program Managers was conducted to determine the type of professional development opportunity desired from the task force.

The 'Looking Ahead 1982' conference provided Affirmative Action staff and guests with an opportunity to discuss with five outstanding Canadian women, the results of their research and publishing on various topics related to women in society.

Representation:

Civil Service Commission (Chair)
Government Services
Health
Workmen's Compensation Board
Women Crown Employees Office

REGIONAL DELIVERY TASK FORCE

Purpose:

To provide information on the Affirmative Action Program and career development to women Crown employees throughout Ontario.

Action:

One-day sessions, entitled 'Careers: Upward and Lateral Mobility', were held in Kingston, Timmins, Kenora, Sault Ste. Marie, Windsor, North Bay, Ottawa and Hamilton. Three hundred and eighty-one women participated from the various ministries in these regions. The workshops dealt with skills, resumés, applications and covering letters, interviews, and career decision-making.

Noon-hour information sessions on the Affirmative Action Council and on combining a career with motherhood were provided via satellite for the Thunder Bay Interministerial Affirmative Action Committee.

Skills workshops were conducted with the assistance of regional Interministerial Affirmative Action committees: 'Effective Communications' was presented in Thunder Bay and Sault Ste. Marie, and 'Assertiveness', in Sudbury.

Representation:

Attorney General (Chair)
Government Services
Health
Municipal Affairs and Housing
Northern Affairs
Revenue
Solicitor General
Women Crown Employees Office

PUBLIC RELATIONS TASK FORCE

Purpose:

To increase awareness of corporate Affirmative Action Program activities within the Ontario Public Service.

Action:

Members of the Executive of the Affirmative Action Council participated in affirmative action meetings in various ministries. Three noon-hour sessions on the Office of the Future were held in Queen's Park: a panel discussion entitled 'A Secretarial Career or Beyond', a presentation on two ministries' implementations of 'offices of the future' and health/safety concerns in working with video display terminals.

Representation:

Consumer and Commercial Relations
Correctional Services
Environment
Municipal Affairs and Housing (Chair)
Treasury and Economics
Women Crown Employees Office

RESEARCH INTO JOB OPPORTUNITIES TASK FORCE

Purpose:

To provide information on economic and employment trends and issues that may have an impact on job opportunities for women in the Ontario Public Service.

Action:

A report examining such issues as microtechnology, permanent part-time, ministry relocations and new legislation was compiled to assist Affirmative Action Program Managers in identifying areas that may have an effect on job opportunities for women in their ministries. The report also included a bibliography listing books, studies and reports useful to those wishing further information.

Representation:

Agriculture and Food
Attorney General
Consumer and Commercial Relations
Correctional Services (Chair)
Industry and Tourism
Labour
Revenue
Women Crown Employees Office

ADMINISTRATION SUPPORT GROUP STANDARDS REVIEW

(Previously): CLERICAL AND OFFICE SERVICE SERVICES CATEGORIES, CLASSIFICATION STANDARDS REVIEW

AD HOC COMMITTEE

Purpose:

To review the draft Classification Standards packages (of factor descriptions and procedures for testing) to be used for jobs in the Clerical and Office Services categories, and to make any necessary recommendations for changes.

Action:

For the two packages of standards issued by the Classification Branch of the Civil Service Commission, the Committee prepared and submitted joint responses and recommendations from the Director of the Women Crown Employees Office and the President of the Affirmative Action Council.

Representation:

Agriculture and Food
Attorney General
Correctional Services
Culture and Recreation
Education/Colleges and Universities
Energy
Environment
Government Services
Health
Industry and Tourism
Labour
Municipal Affairs and Housing
Natural Resources
Solicitor General
Transportation and Communications
Treasury and Economics
Women Crown Employees Office (Chair)

OUTREACH *AD HOC* COMMITTEE

Purpose:

To study initiatives to publicize non-traditional careers in the Ontario Public Service to young women in high schools and women already in the public service. This publicity would cover families of jobs common to various ministries.

Action:

A study was made of the Civil Service Commission's "Occupational Scan" for background on potential career opportunities.

The career information available from ministries was reviewed.

Research was done on the outreach initiated by the Women's Bureau, the Women Crown Employees Office and the Department of Employment and Immigration.

A survey was made of the various approaches to "Career Week 1981", used in Ontario schools.

A report was written to co-ordinate the findings and to outline recommendations for future outreach activities.

Representation:

Agriculture and Food (Chair)
Community and Social Services
Consumer and Commercial Relations
Environment
Intergovernmental Affairs

CHAPTER 4

ANALYSIS OF SERVICE-WIDE STATISTICS

This chapter describes the relative changes in the representation of men and women employed in classified positions in the Ontario Public Service. The statistical tables used are stock profile comparisons, or snapshot views of salary and occupational distributions of men and women at the end of the fiscal year. These tables do have a number of limitations for program evaluation purposes; for example, they do not distinguish changes arising as a result of the operation of the Affirmative Action Program from changes arising as a result of other trends. Nevertheless, these tables are useful in comparing fluctuations over a five year period.

As part of its responsibility to research and refine evaluation techniques in order to provide more sensitive indicators about the Program, the Women Crown Employees Office has expanded the analysis of corporate information reported in this chapter. Several major differences will be noted:

1) Previously printed tables may have changed format and/or added new information;
2) New tables have been included;
3) Graphics have been designed to accompany selected tables, to illustrate portions of them or provide further analytical data.

As planned at the time of the 1980/81 Report, the competition data collected for under-represented classes has been expanded to include all stages of the competition process. There are two tables: Table 6A compares the limited data available in 1980/81 to the 1981/82 equivalent, and Table 6B outlines the more extensive details of the 1981/82 competitions. These tables include information on competitions for executive positions.

The Table 5 series on occupational groups has been redesigned to facilitate use of the data and has been reintroduced to the Report after a one year hiatus.

Because Ministries were unable to meet all of their hire/promotion planning targets this year, a chart (graphic) has been added to show an analysis of the reasons.

This year, a new table (Table 11) has been introduced with service-wide summary comparisons of men's and women's participation in staff training and development.

Several nomenclatures in the tables are used for Government executives due to slight variations in the data bases used, e.g. Senior Payroll vs. Executive Compensation Plan.

SIGNIFICANT STATISTICAL NOTES:

1. Wage Gap decrease: The 1981/82 salary figures show a 1.6% decrease in the wage gap. See Table 3: Average Salary by Ministry and Sex.

2. Executive Compensation Plan progress: While the total number of executives in the OPS decreased (7 fewer), women executives have again increased in number (from 41 to 44) and representation (from 6.3% to 6.9%). See Table 8 series: Executive Compensation Plan.

3. Occupational Distribution improvements: In nine out of ten under-represented modules and categories, women increased both their representation and numbers. Women increased their numbers at a higher rate than men and in more modules and categories; they decreased their numbers in fewer modules and categories and at a lesser rate than men. Although the OPS experienced an overall decrease in its number of employees, women accounted for only 6.6% of this decrease (42 women, 632 total). See Table 4: Occupational Distribution by Sex.

4. Favourable Competition Results in under-represented classes: Women hired as a percent of total hired increased from 15.9% in 1980/81 to 16.3% in 1981/82. The total number of hires/promotions decreased by 406 between 1980/81 and 1981/82, but women accounted for only 12.6% (51) of this decrease. Total applicants also decreased by 7270 with women accounting for 33% of these (2400). See Table 6 series: Hire/Promotion Progress, and Men's and Women's Experience in Competitions.

5. Numerical Hire/Promotion Planning Targets reduced: The final number of targets met by ministries represented 96.4% of those planned after mid-year analysis and revisions. This takes into consideration the changes occurring in the environment, such as hiring freezes, lower turnover, economic restraints, and so on. See Table 9 series: Numerical Planning Targets and graphic charts; and Table 10 series: Targets Met and Reasons Targets Not Met.

6. Accelerated Career Development (ACD) Initiatives exceeded: 138.1% of ACD initiatives planned were met, which will increase the pool of qualified candidates for future hiring opportunities. See Table 7 series: Accelerated Career Development Initiatives and graphic chart of A.C.D. Initiatives Met by Type.

STATISTICAL TABLES: DESCRIPTIONS and HIGHLIGHTS

Table 1 -- Distribution of Classified Employees by Sex and Ministry

Table 1 shows the distribution of classified employees, indicating Ministry total and female population; the percentage each is of the service-wide totals, and ranks them in descending order according to the percentage of Ministry employees that are female.

As of March 31, 1982, 28,563 women were employed in the Ontario Public Service as opposed to 28,605 for 1980/81, for a decrease of 42 women. However, because of the reduced size of the Ontario Public Service, women's share of the total employment in 1981/82 was 41.5% compared with 41.2% in 1980/81, for an increase in representation of 0.3%.

The ministries of the Ontario Government vary in size and in the proportion of women they employ. Table 1 shows that women have over 30% representation in 18 ministries and are under-represented (less than 30%) in 6 ministries. The figures show that women's share of the total employment has moderately but steadily increased in percentage since 1978.

Table 2 -- Service-Wide Salary Distribution by Sex

This table shows the numbers and percentages of women and men in various salary ranges service-wide, with a more extensive breakdown for those earning over $32,000. only for the last two years. A column has been added for both men and women, indicating the overall percent increase (or decrease, which is in brackets) in the actual number of men/women in groups of salary ranges (based on Sub-Totals, which are also shown for the first time).

In general, women are improving their position in salary distribution at a better rate than men at almost all salary levels. The trend is particularly noticeable at the senior levels ($32,000 and up). During 1981/82, the number of women earning over $32,000 increased by 360, representing a 70.9% increase since March 1981. In the same period, the number of men increased 56.5%. Improvement in women's salary position at the top end of the range is particularly dramatic. See Graphic, page 25.

In 1981/82, 3,197 (11.2%) of the women were within the $23,000. to $31,999. salary ranges, whereas in 1980/81 there were only 2,074 (7.3%) of the women. This indicates a 54.1% increase in the number of women and a 3.9% rise in their representation over the 1980/81 fiscal year.

In 1981/82, the $15,000. to $22,999. salary range grouping contained 60.0% (17,128) of the women compared with 35.8% (10,240) in 1980/81, for an increase of 24.2%.

The largest individual salary range increase in the proportion of women out of all women in the Service (18.7%) occurred in the $15,000. to $16,999. level. The number of women increased 105%: from 5,067 (17.7% of the women) to 10,385 (36.4% of the women).

In the lowest salary ranges (below $13,000.), the proportion of women compared to the total number of women in the Ontario Public Service dropped by 20.9% from 24.9% (7,115) in 1980/81 to 4.0% (1,143) in 1981/82.

As an indication of the trend over the past fiscal year, the three most populous groups of women in 1981/82 are now those earning from $13,000. to $18,999., whereas in 1980/81 the three most populous groups earned from $11,000. to $16,999. The three most populous groups of men (in either 1981/82 or 1980/81) are not consecutive ranges, as are women's and, as a result, cannot be compared in the same way. An item of note, however, is that the most populous grouping of men is in the same range both years.

Table 3 -- Average Salary by Ministry and Sex

Average salaries, by sex, for each Ministry are shown in this table. The ministries are ranked in ascending order according to the ratio of the women's to the men's average salary.

The wage gap has decreased by 1.6% over the past year as women's average salary increased to 73.6% from 72.0% of men's average salary. Women earned an average of $1,885 (or 11.7%) more than in 1980/81; men earned an average of $2,066 (or 9.2%) more than in 1980/81.

NOTE: (1) the average annual salary for classified employees in Senior Payroll has been reported as a separate "ministry" only since 1980/81.

(2) For historical comparison purposes, the following conventions were continued:

- in those ministries where there is a commission or corporation (Education/Colleges and Universities and Industry and Tourism), the salary indicated is for the ministry only, and does not include the annual average salary for that commission or corporation. The figures shown on this table therefore differ from the figures in the ministry chapters in this report.

- Management Board and Civil Service Commission are reported as one "ministry".

Table 4 -- Occupational Distribution by Sex

Table 4 shows the distribution of male and female employees by sex and by occupational module or category.

Although women are under-represented (under 30%) in the same (10) modules/ categories as in 1980/81, their *representation* increased in nine of these. The most significant of these increases were in: the Executive Compensation Plan (1.0%), the Administrative Module (3.0%), the Administrative Services Category (1.5%) and the General Operational Services Category (1.1%).

Women increased their *numbers* at a higher rate than men and in more modules and categories. The total number of women in the Executive Compensation Plan increased 13.2% (5) while men in this group decreased their numbers by 2.1% (12). In the Administrative Module women increased their numbers by 17.3% (198) whereas the number of men increased by 0.6% (22). Women achieved a 6.3% increase in their numbers (84) in the Administrative Services Category while the number of men decreased by 1.8% (75).

Women also decreased their numbers in fewer modules and categories and by a lesser rate than men. The total number of women in the Ontario Public Service has dropped 0.1% (42) while the total number of men in the Ontario Public Service has decreased 1.4% (590). In the General Operational services Category, the total number of women decreased 1.0% (18) whereas men dropped 5.5% (145).

While there has been improvement in the Technical Areas, it has been very limited. The corporate goal (to achieve a minimum of 30% in all categories and modules by the year 2000) is now being reviewed in the light of the more complete data available over the last two years.

Table 5A--Occupational Groups In Which Women Are Well-Represented

5B--Occupational Groups In Which Women's Representation Requires Improvement

5C--Summary of Service-Wide Modules/Categories Content and Ministry Representation by Module/Category

Table 5 is a two part listing, and summary of all occupational groups in the Ontario Public Service. They are listed in order, by Module and Category, with the numbers of males and females in the groups as of March 31, 1982, and women's percentage representation in them, both at that time and for the four previous years. It should be noted that the status of any group on a service-wide basis may not be the same as in the various ministries; a group which is under-represented service-wide may be integrated in an individual ministry or vice versa.

Table 5A contains Integrated Groups, in which women comprise between 30% and 70% of the group (presented in this regular print style), and Over-represented Groups, in which women comprise more than 70% of the group, including Female Segregated Groups, which are 100% female. (The Over-represented Groups are presented in a script-style print on Table 5A.)

Table 5B contains groups which are the prime focus of the Affirmative Action Program: Under-represented Groups, which contain below 30% female representation (presented in this report's regular print style), and Male Segregated Groups, which are 100% male (presented in a script-style of print on Table 5B). Improving the female representation of these two types of groups is necessary to meet the goal of 30% representation for all modules and categories.

The number of groups in which women are under-represented decreased by one, from 62 to 61, in 1981/82. There have been no changes in the number of groups listed as integrated, over-represented and female segregated. There were 12 male segregated groups in 1981/82 compared to 10 in 1980/81; one is a new occupational group.

The number of male and female employees is decreasing in almost all cases except in the integrated groups. However, as a general trend, women's percentage representation is increasing.

The new table, Table 5C, presents the service-wide consolidation of ministry occupational composition within each Module and Category for 1981/82 as well as 1980/81. The first two columns of figures indicate the number of groups in the module/category across the OPS, then the number of classes contained in those groups. The next six columns show, for each year, how many ministries have employees in each of the modules or categories, and whether it is Well-represented by women (ie. more than 30% female representation) or Requiring Improvement in women's representation (ie. below 30% female). 'Well-Represented' and 'Require Improvement' are the corresponding titles used on Table 5A and 5B.

In instances where the number of ministries reporting staff in a module or category decreased between 1980/81 and 1981/82, it usually involved a small ministry with very small numbers in that module/category in 1980/81. In these cases, just one or two employees moving on to another position (outside their 1980/81 module or category) and not replaced by March 31/82, would leave that ministry with no employees in the module/category at year-end.

There has been a general improvement in the distribution of women in several ministries. For example, in the Administrative Module, in 1981/82 three ministries removed the 'under-represented' label, as did two ministries in the General Operational Services Category; in each of the Administrative Module and General Operational Services Category, there was an increase in the number of ministries that can be considered integrated (30% - 70% female representation).

Table 6A -- Service-Wide Hire/Promotion Progress Report in Under-Represented Classes: Comparison of 1981/82 and 1980/81 Competitions

6B -- Some Comparisons of Men's and Women's Experience in Competitions in Under-Represented Classes in 1981/82

Table 6A lists, by Module and by Category, the number of men and women hired into classes with less than 30% women, and the percentage of these total hires that were women. It also indicates the numbers of males and females who applied for these positions, and the percentage of applicants who were women.

The numbers and the calculations in this table are summarized from the information recorded in the table in each Ministry chapter of this report. An exception is the data for the Executive Compensation Plan, which was provided by the Office of Senior Appointments and Compensation of the Civil Service Commission, and which includes placements in some Agencies, Boards and Commissions of the Provincial Government.

In 1981/82, women in the O.P.S. accounted for 16.3% of all hires in these classes and 15.0% of all applicants, whereas in 1980/81, women represented 15.9% of the total number of hires and 17.4% of all applicants. Although the percentage proportion of women applicants for positions has decreased 2.4% since March 1981, women's share of hires has increased 0.4%.

The information included on Table 6B is further detail relating to 1981/82 competitions in under-represented classes by Module and Category, as summarized from the tables in the Ministry chapters.

The detail recorded in the first five columns of this table is derived from the data on Table 6A, excluding Waivers of Competition and Surplus Inventory placements (as per Article 24 of the Collective Agreement). The additional data, relating to males and females hired through the regular competition process, has been compiled in this format for the first time. It indicates the number of male and female applicants assessed as qualified, plus the numbers of those qualified who were interviewed, with a column in each case showing the percentage that females were of the total. The next two columns show the percentages of male and female applicants who were considered qualified, and the last two columns show percentages of qualified males and females who were interviewed.

Women slightly exceeded their percentage proportion of qualified applications (14.3%) and interviews (14.8%) by filling 15.7% of all competitions. Although 34.8% of female applicants (slightly less than the 36.8% of male applicants) were considered qualified, the proportion of qualified applicants who were interviewed was slightly higher for women (70.8%) than for men (68.%). Within the individual modules/categories, there are two cases where the % of women interviewed in comparison to qualified is much higher than men's: the Technical Module and the Scientific and Professional Services Category.

Table 7A--Accelerated Career Development (ACD) Initiatives

7B--Distribution of Accelerated Career Development Initiatives Met By Type

Accelerated Career Development refers to direct career development activities aimed at increasing the pool of qualified women for under-represented areas within the Ontario Public Service by such means as: on-the-job training; job rotations and secondments; or full sponsorship of special staff development programs.

A centrally monitored Affirmative Action Incentive Fund (A.A.I.F.) has been established by Management Board and is available to ministries to encourage achievement of the program objectives and to assist managers in providing accelerated career development for women when additional funds are necessary.

Table 7A displays, by ministry, the number of female employees, the number of planned and met ACD initiatives and the percentage of women that number represents.

As indicated on Table 7A (and for the second year in a row), the Accelerated Career Development Initiatives met (1375, which included 58 initiatives undertaken as a result of the A.A.I.F.) exceeded the number planned (996). However, the total number of women participating in ACDs is down from 1980/81 by 80 (0.3%).

Table 7B displays accelerated career development initiatives carried out in 1981/82, showing the types of ACDs described above.

Table 8A--Executive Compensation Plan by Level and Sex

8B--Distribution of Employees in Executive Compensation Plan by Sex

8C--Executive Compensation Plan Competition Summary

During 1980/81, the new Executive Compensation Plan was developed, replacing the old Senior Compensation Plan and Program Executive Series. Full conversion to the new plan has not yet taken place. Deputy Ministers are not part of this new Executive Compensation Plan.

Table 8A shows the number of classified employees by sex, class level and women's representation, in the Executive Compensation Plan (E.C.P.) plus Deputy Ministers. The figures reported in Tables 8A, B and C were compiled by the Office of Senior Appointments and Compensation of the Civil Service Commission, and include Ministries, Agencies, Boards and Commissions.

Overall, in 1981/82, women's share of executive positions increased by 0.6% from 6.3% in 1980/81 to 6.9% in 1981/82, a 7.5% increase in the number of women over 1980/81; in 6 of the 7 levels reported on this table, women's representation increased. In this same period the number of men decreased from 608 to 598. Significant increases in women's representation took place between 1980/81 and 1981/82 at the ECP3 level, where women's share of positions rose from 4.9% to 6.0%, and at the ECP4 level, where women's representation increased from 3.9% to 5.1%.

Table 8B provides a 6-year breakdown of the distribution of employees in the Executive Compensation Plan (plus Deputy Ministers) by males and females. Overall, it shows that women have been increasing their representation in the ECP at a steady rate since 1977, (an average of 0.5% change per year), even though the total number of executives has dropped from 745 (1977) to 642 by March, 1982 (a 13.8% decrease). In 1982, the number of men shown on this table is 16.5% (118) fewer than in 1977; the number of women is 51.7% (15) higher in the same time frame.

Table 8C shows a comparison of men's and women's experience in the competition process in terms of absolute numbers and women's percentage proportion of the total number.

Women's representation increased at every stage of the competition process. In 1981/82, their share of the total applications for vacancies filled by competition was 12.6% higher than 1980/81 (19.9% from 7.3%) and their share of the total interviews granted was 20.4% more (27.4% from 7.0%). Women's representation of successful applicants for competitions increased from 8.2% to 25.8%, and while the number of vacancies filled by men was reduced by almost half, the number of women winning competitions doubled.

Table 9--Numerical Planning Targets

This table was first instituted for the 1980/81 Annual Report, listing by ministry and service-wide, numerical planning targets for hires/promotions. To facilitate meeting the corporate goal of raising the level and diversifying the occupational distribution of women, ministries were to identify numerical planning hire/promotion targets for under-represented classifications within selected priority areas. These numerical planning targets were calculated by multiplying the number of projected vacancies by the availability rate of qualified women for the jobs. The table shows the results achieved by the ministries at year end, measured by the actual number of targets met.

The number of targets planned corporately for the 1981/82 fiscal year was 327. By March 1982, 264 targets or 80.7% of the originally planned targets, had been achieved, representing a 24.2% decrease from the first year's figures. However, revisions are made to these numerical planning targets at mid-year, on the basis of the number of vacancies which actually arise and the number of qualified females to date. At September 30/81, therefore, the targets were reduced from 327 to 274. The number of numerical planning targets met, as a percentage of the revised targets set is 96.4%, making a 9.6% drop from last year's 106% met. Two ministries which were statistically unable to have numerical planning targets were able to achieve 3 hires/promotions in their priority areas.

Now that two full years of data is available, the targetting process as a planning tool and the 30% representation goal are under review for modifications appropriate to the current socio-economic climate and results to date.

Table 10A--Percentage Distribution of Numerical Planning Targets Met by Choice of Priorities for 1981/82

10B--Numerical Planning Targets for Hire/Promotions for Women: Reasons That Total Number of Priority Targets Were Not Met

Table 10A (graphic) indicates the distribution of numerical planning targets met by the ministries for 1981/82 by each priority area expressed as a percentage of the total targets met.

Of the targets met, 76.1% were met in priority areas to diversify the occupational distribution of women in the Ontario Public Service: 34.1% in the Skilled and Semi-Skilled Trades and Services; 37.1% in the Professional Specialties; and 4.9% in the Technical Specialist Positions. The other 23.9% were met in areas to raise the level of women in the Ontario Government: 8.0% in the Entry Level and 15.9% in the Middle Management areas.

Table 10B (graphic) is designed to illustrate the reasons that the total number of priority targets have not been met in 1981/82. Of the total number of priority planning targets not met in the OPS, 36% was the result of a lack of hiring opportunities, 33% the result of a lack of qualified female applicants and 18% due to female candidates not being the best qualified. Miscellaneous factors, termed as 'other' made up the remaining 13% of the reasons displayed in this graphic.

Table 11--Staff Training and Development: Service-Wide Comparisons

This table displays information submitted by Ministries regarding staff training and development activity carried out during 1980/81 and 1981/82, including the numbers of males and females participating in various types of courses, the total costs by sex, and a calculation of the costs per male and female participant, as well as the percentage of females out of the total (where applicable). In addition, a line has been included to indicate the percentage increase/decrease in each of these factors.

Between 1980/81 and 1981/82, women's numbers, their share of dollars spent and participation rate all increased. The most significant increases were in the areas of dollars spent on females and expenses per participant (both male and female).

Table 12--Service-Wide Summary of Resources Used for Affirmative Action In The Ontario Public Service in 1981/82

This table displays, by type, the resources used in carrying out the service-wide Affirmative Action Program for 1981/82. The data on Direct Resources (monies allocated specifically for Affirmative Action in Ministries' budgets) and Indirect Resources (funding provided by other ministry program areas from their budget allocation) are summarized from the ministry chapters. An example of indirect funding is the donation of a pamphlet or report by a ministry's Information Branch.

Fifty-eight accelerated career development initiatives were carried out as a result of the Affirmative Action Incentive Fund, as indicated on Table 7A.

The Staff Resources, people working in Affirmative Action Program positions, include one full-time or part-time Program Manager for each ministry. Appropriate levels of staffing are determined according to a number of factors such as occupational distribution and degree of regionalization of the ministries.

Re: Table 11: Footnote:

1. 'Participant' is defined in the report: Summary of Staff Development in the Ontario Public Service 1979/80 and 1980/81 as 'a person taking part in a staff development activity for which the ministry supports or grants time off or provides financial assistance'.

TABLE 1

DISTRIBUTION OF CLASSIFIED EMPLOYEES BY SEX AND MINISTRY
(Ranked by Percentage of Women in Ministry)
March 31, 1982

MINISTRY	TOTAL #	TOTAL % of Total Empls.	FEMALE #	FEMALE % of Total Women	WOMEN AS % OF MINISTRY TOTAL 1982	1981	1980	1979	1978
Intergovernmental Affairs	44	0.1	33	0.1	75.0	52.8	49.7	48.8[1]	-
Miscellaneous[2]	123	0.2	92	0.3	74.8	75.6	65.6	66.3	69.0
Attorney General	3,105	4.5	2,123	7.4	68.4	67.7	66.7	65.5	66.2
Health	11,046	16.0	7,122	24.9	64.5	64.2	63.8	62.7	62.3
Consumer & Commercial Relations	1,720	2.5	1,081	3.8	62.8	62.3	61.6	60.9	59.9
Community & Social Services	10,256	14.9	6,287	22.0	61.3	60.8	60.5	59.2	58.0
Management Board (incl.C.S.C.)	222	0.3	129	0.5	58.1	57.4	50.0	47.5	46.3
Education/Colleges and Universities (Incl. Education Rel. Com.)	2,080	3.0	1,179	4.1	56.7	56.0	54.9	-[3]	-[3]
Municipal Aff. & Housing	1,152	1.7	610	2.1	53.0	54.5	52.9	51.1[1]	51.5
Treasury & Economics	367	0.5	184	0.6	50.1	50.3	47.7	47.7[1]	-
Energy	146	0.2	73	0.3	50.0	44.8	45.1	44.2	43.1
Northern Affairs	152	0.2	75	0.3	49.3	48.0	45.9	47.4	45.7
Culture & Recreation	798	1.2	389	1.4	48.7	49.4	48.5	47.7	37.4
Labour	1,394	2.0	639	2.2	45.8	45.1	44.5	42.5	40.2
Industry & Tourism (incl. O.D.C. & O.P.C.)	655	1.0	269	0.9	41.1	41.9	39.5	39.1	41.8
Revenue	3,677	5.3	1,467	5.1	39.9	38.2	38.6	37.7	37.3
Agriculture and Food	1,491	2.2	532	1.9	35.7	35.6	34.0	33.6	34.0
Government Services	2,825	4.1	917	3.2	32.5	31.0	30.0	29.3	28.7
Correctional Services	4,844	7.0	1,233	4.3	25.5	25.0	23.9	22.9	21.8
Natural Resources	4,302	6.2	975	3.4	22.7	22.3	22.4	21.9	17.9
Environment	2,023	2.9	422	1.5	20.9	20.6	19.1	18.9	18.5
Transportation & Comm.	10,003	14.5	1,792	6.3	17.9	17.3	16.6	15.9	15.5
Solicitor General	5,838	8.5	897	3.1	15.4	15.2	14.6	14.4	14.3
Senior Payroll (EDS)	591	0.9	43	0.2	7.3	6.4	5.6	4.3	4.1
SERVICE-WIDE	68,854	100.0	28,563	100.0	41.5	41.2	40.8[4]	39.9	39.2

1. Ministries of Intergovernmental Affairs and Treasury and Economics previously combined.
2. Miscellaneous Includes: Justice, Resources and Social Policy Secretariats, Cabinet Office, Office of the Premier, Lt. Governor's Office and Niagara Escarpment.
3. Ministry of Education was separate from Ministry of Colleges and Universities.
4. Senior Executive Category is included on Tables 1 and 2, excluded on Table 4.

TABLE 2

SERVICE-WIDE SALARY DISTRIBUTION BY SEX
March 31, 1982

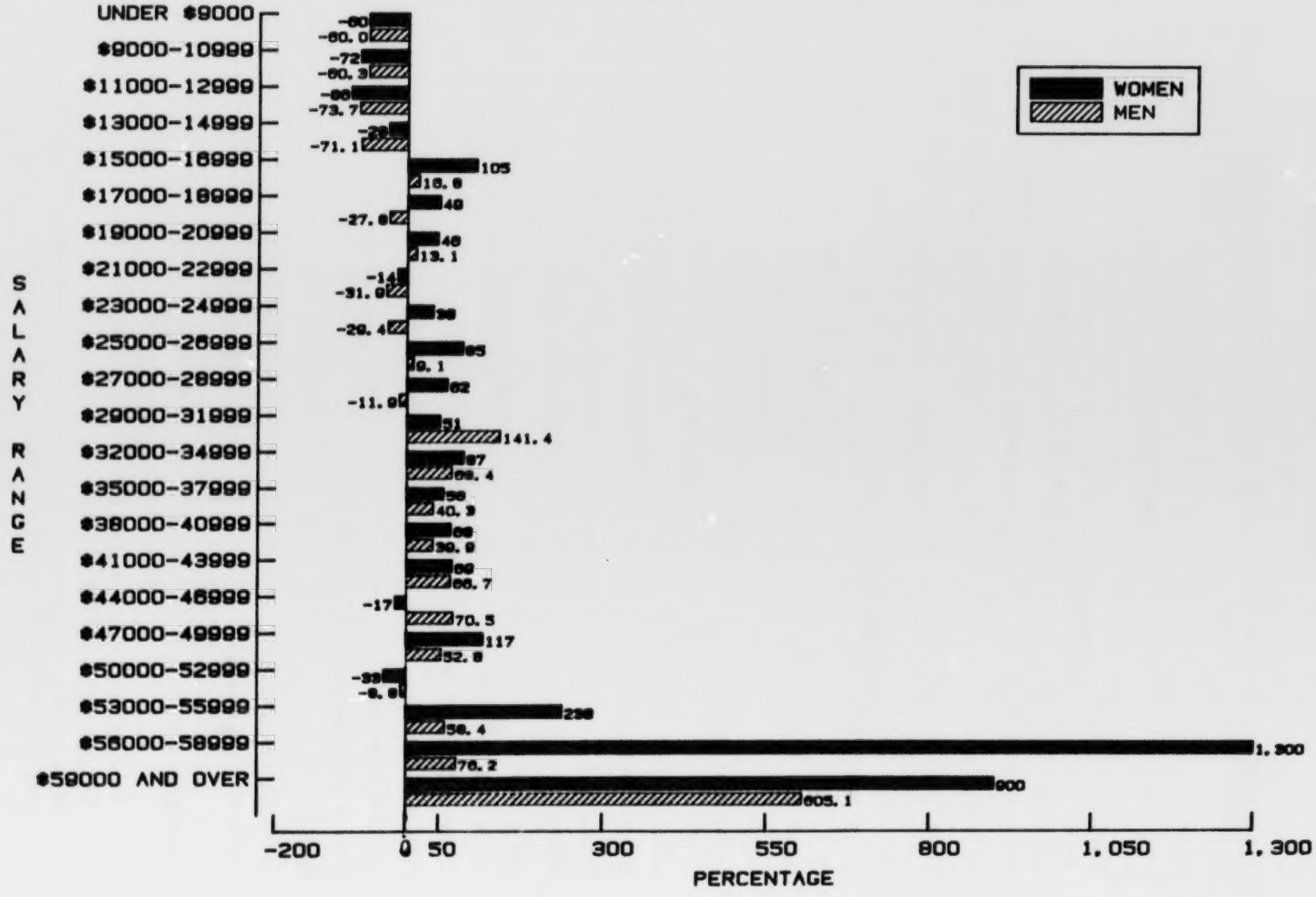
SALARY RANGE	MEN #	MEN %	%+(-) DIFF. FROM 1981 (#s)	WOMEN #	WOMEN %	%+(-) DIFF. FROM 1981 (#s)	WOMEN AS A % OF TOTAL EMPLOYEES IN RANGE 1982	1981	1980	1979	1978
Under $ 9,000	6	0.0		47	0.2		88.7	88.5	56.5	78.6	83.4
$ 9,000 - $10,999	71	0.2		206	0.7		74.4	80.2	85.4	86.4	86.7
$11,000 - $12,999	239	0.6		890	3.1		78.8	87.3	73.4	61.7	54.9
SUB-TOTAL	316	0.8	(1.9)	1,143	4.0	(20.9)	78.3	86.6	75.9	70.9	68.6
$13,000 - $14,999	906	2.2		6,227	21.8		87.3	73.5	49.1	33.3	21.9
$15,000 - $16,999	5,800	14.4		10,385	36.4		64.2	50.5	22.7	22.1	22.5
SUB-TOTAL	6,706	16.6	(3.2)	16,612	58.2	10.2	71.2	62.9	38.7	27.7	22.2
$17,000 - $18,999	3,946	9.8		2,988	10.5		43.1	26.8	27.3	28.9	18.6
$19,000 - $20,999	6,796	16.9		2,491	8.7		26.8	22.1	30.8	13.7	18.4
$21,000 - $22,999	3,079	7.6		1,264	4.4		29.1	24.5	15.3	16.2	16.3
$23,000 - $24,999	3,803	9.4		1,421	5.0		27.2	15.9	16.5	12.7	11.9
SUB-TOTAL	17,624	43.7	(8.6)	8,164	28.6	6.9	31.7	22.5	22.8	19.0	17.4
$25,000 - $26,999	2,472	6.1		840	2.9		25.4	16.7	15.7	13.3	8.8
$27,000 - $28,999	1,407	3.5		483	1.7		25.6	15.8	13.7	9.2	10.0
SUB-TOTAL	3,879	9.6	0.2	1,323	4.6	2.0	25.4	16.3	14.8	11.2	9.4
$29,000 - $31,999	4,803	11.9		453	1.6		8.6	13.1	10.7	8.4	7.3
SUB-TOTAL	4,803	11.9	7.0	453	1.6	0.5	8.6	13.1	10.7	8.4	7.3
$32,000 - $34,999	2,210	5.5		312	1.1		12.4	11.3	*	*	*
$35,000 - $37,999	1,541	3.8		189	0.7		10.9	9.9	*	*	*
$38,000 - $40,999	1,017	2.5		119	0.4		10.5	8.9	*	*	*
$41,000 - $43,999	687	1.7		83	0.3		10.8	10.6	*	*	*
$44,000 - $46,999	544	1.4		40	0.1		6.8	13.1	*	*	*
$47,000 - $49,999	188	0.5		26	0.1		12.1	8.9	*	*	*
$50,000 - $52,999	229	0.6		18	0.1		7.3	9.7	*	*	*
$53,000 - $55,999	198	0.5		27	0.1		12.0	6.0	*	*	*
$56,000 - $58,999	74	0.2		14	0.0		15.9	2.3	*	*	*
$59,000 and over	275	0.7		40	0.1		12.7	9.3	*	*	*
SUB-TOTAL	6,963	17.3	6.4	868	3.0	1.2	11.1	10.3	8.6	8.7	8.5
SERVICE-WIDE TOTAL	40,291	100.0		28,563	100.0		41.5	41.2	40.8[1]	39.9	39.2

*Prior to 1980/81, information was not collected according to these ranges.

1. Senior Executive Category is included on Tables 1 and 2, excluded on Table 4.

SERVICE-WIDE SALARY DISTRIBUTION BY SEX*

PERCENTAGE CHANGE IN THE NUMBER OF MEN AND WOMEN
AT MARCH 1982 COMPARED TO 1981 BY SALARY RANGE



* RE: TABLE 2

TABLE 3

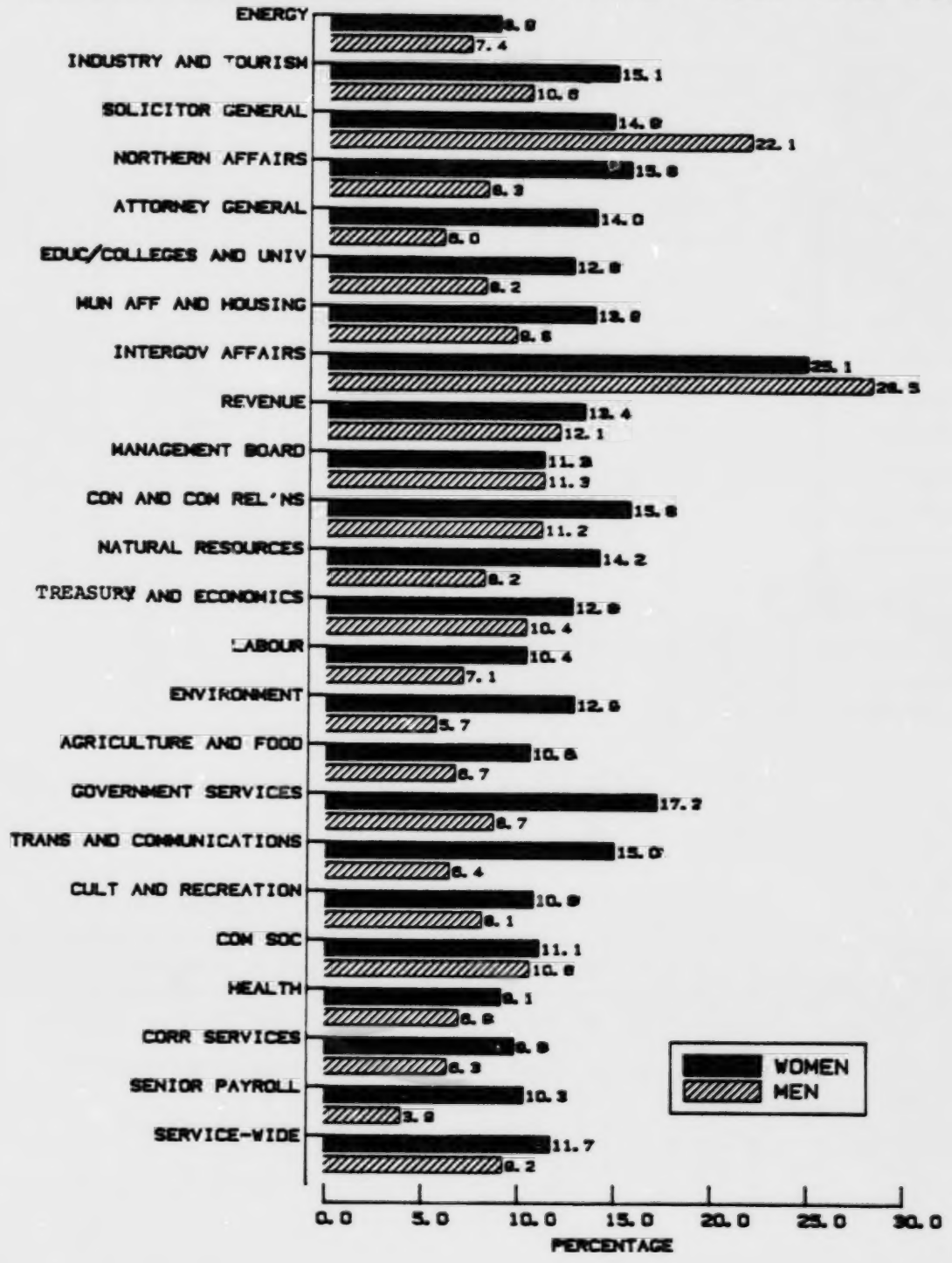
AVERAGE SALARY BY MINISTRY AND SEX
(Ranked by Women's/Men's Salary)
March 31, 1982

MINISTRY	SALARY		WOMEN'S AVERAGE SALARY AS % OF MEN'S AVERAGE SALARY				
	MEN	WOMEN	1982	1981	1980	1979	1978
Energy	$37,525	$18,189	48.5	47.8	43.7	43.4	42.4
Industry & Tourism (excl.O.D.C. & O.P.C.)	34,292	19,194	56.0	53.8	48.8	55.5	55.3
Solicitor General	28,984	17,030	58.8	62.5	60.6	60.3	59.8
Northern Affairs	31,345	18,864	60.2	56.3	51.8	51.3	51.6
Attorney General	29,142	18,094	62.1	57.7	57.1	56.4	55.2
Education/Colleges and Universities (excl. Ed. Rel. Com.)	29,897	18,816	62.9	60.3	58.6[1]	-	-
Municipal Affairs and Housing	30,734	19,700	64.1	61.8	60.5	60.8	60.0
Intergov. Affairs	37,493	24,332	64.9	66.6	63.0	61.4	-[2]
Revenue	25,873	16,827	65.0	64.3	60.2	62.0	60.0
Management Board (incl.C.S.C.)	36,213	23,837	65.8	65.8	60.5	58.0	55.7
Cons. & Comm. Rel.	25,195	16,708	66.3	63.6	61.9	61.0	58.8
Natural Resources	24,584	16,617	67.6	64.0	64.3	62.0	64.4
Treasury & Economics	32,863	22,356	68.0	66.6	61.6	62.3	-[2]
Labour	28,080	19,284	68.7	66.6	64.6	61.2	58.7
Environment	25,706	17,758	69.1	64.7	64.5	62.2	62.1
Agriculture & Food	25,702	17,980	70.0	67.5	66.3	64.7	63.4
Government Services	22,644	17,055	75.3	69.8	70.6	69.1	68.4
Transp. & Comm.	21,700	16,454	75.8	70.2	71.8	70.2	67.9
Culture & Recreation	25,995	20,100	77.3	75.4	74.0	73.0	71.0
Com. & Soc. Serv.	21,431	18,196	84.9	84.5	83.8	84.0	83.4
Health	21,067	17,901	85.0	83.2	81.5	80.4	79.9
Correctional Services	22,094	19,092	86.4	83.6	83.9	84.2	84.6
Senior Payroll (EDS)[3]	48,112	47,361	98.4	92.8	*	*	*
SERVICE-WIDE	$24,455	$18,003	73.6	72.0	72.1	71.4	70.5

1. No previous data, as Ministry of Education was separate from Ministry of Colleges and Universities.
2. No separate data for Ministries of Intergovernmental Affairs and Treasury and Economics, as they were previously combined.
3. A separate Senior Payroll (EDS) Module was added to this table in 1980/81; therefore, an anomaly exists between Service-Wide 1981/82 and 1980/81 compared to previous years' average annual salary figures.

* Information not available.

AVERAGE SALARY BY MINISTRY AND SEX*
PERCENT INCREASE BETWEEN MARCH 1981 AND 1982



* RE: TABLE 3

TABLE 4

OCCUPATIONAL DISTRIBUTION BY SEX
March 31, 1982

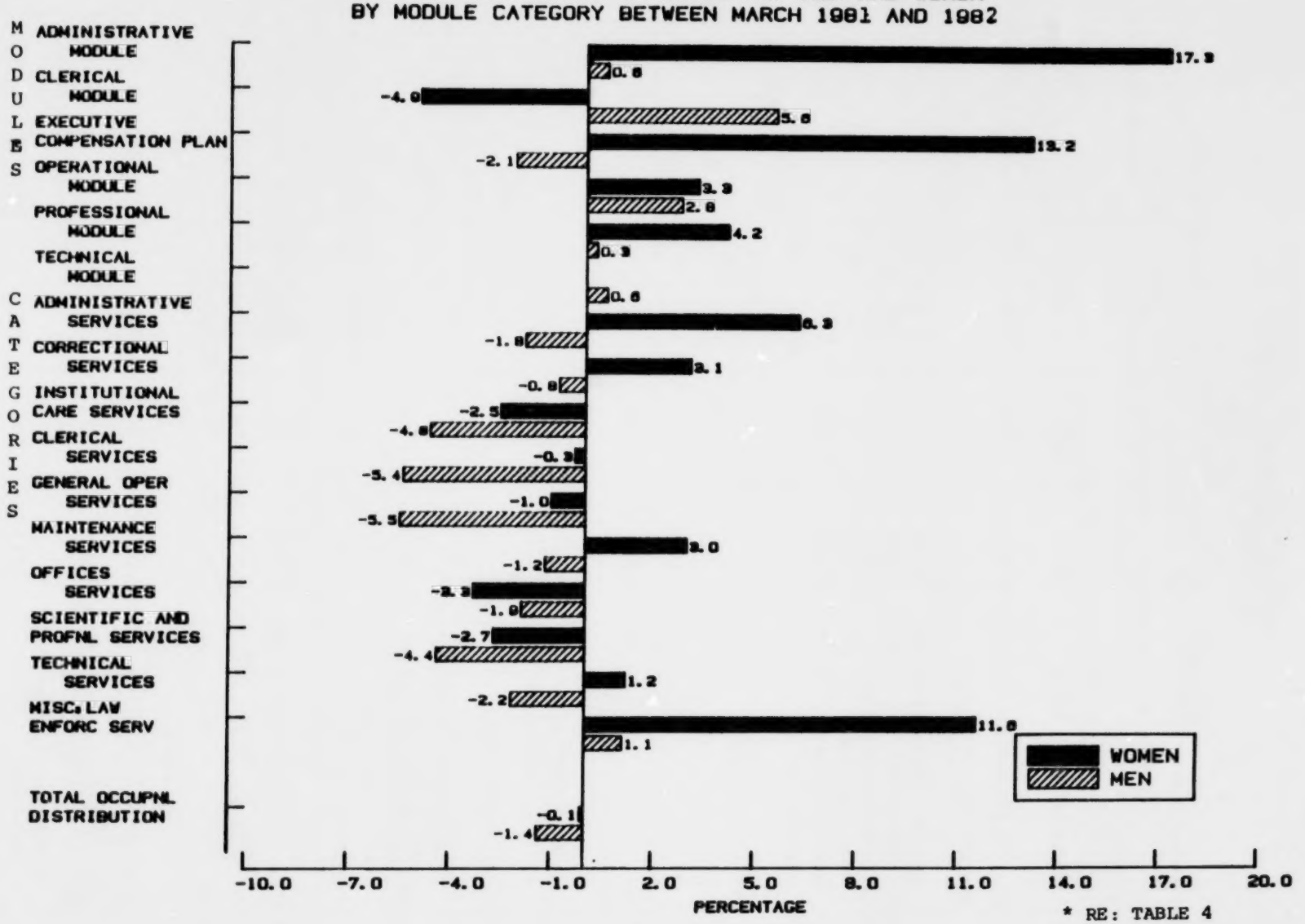
OCCUPATIONAL MODULE/CATEGORY	MEN #	WOMEN #	% INC/(DEC) IN ACTUAL # s 80/81 TO 81/82[2] MEN	WOMEN	WOMEN AS A % OF TOTAL IN MODULE/CATEGORY 1982	1981	1980	1979	1978
Administrative Module	3,572	1,340	0.6	17.3	27.3	24.3	23.0	19.3	17.9
Clerical Module	114	409	5.6	(4.9)	78.2	78.3	70.8	69.7	68.5
Executive Comp. Plan	550	43	(2.1)	13.2	7.3	6.3	5.6[1]	4.3[1]	4.1[1]
Operational Module	1,842	317	2.8	3.3	14.7	14.6	13.5	14.5	14.4
Professional Module	2,823	669	.3	4.2	19.2	18.6	17.4	17.2	17.0
Technical Module	1,133	30	.6	0.0	2.6	2.6	2.1	1.0	0.8
Administrative Services	4,146	1,410	(1.8)	6.3	25.4	23.9	24.3	23.1	21.1
Correctional Services	2,611	461	(0.8)	3.1	15.0	14.5	13.9	46.4	45.8
Institutional Care Serv.	2,055	3,860	(4.6)	(2.5)	65.3	64.8	64.0		
Clerical Services	1,970	8,050	(5.4)	(0.3)	80.3	79.5	79.9	78.4	77.7
General Oper. Serv.	2,488	1,820	(5.5)	(1.0)	42.2	41.1	40.5	39.8	39.1
Maintenance Services	6,120	242	(1.2)	3.0	3.8	3.7	3.1	2.9	2.6
Office Services	307	6,596	(1.9)	(3.3)	95.6	95.6	95.7	95.4	95.6
Scientific & Professional Serv.	1,781	2,456	(4.4)	(2.7)	58.0	57.5	63.1	62.0	61.8
Technical Services	4,726	757	(2.2)	1.2	13.8	13.4	14.1	14.5	14.4
Miscellaneous: Law Enforcement Serv.	4,048	96	1.1	11.6	2.3	2.1	1.9	1.9	1.7
Unknown	5	7	150.0	40.0	58.3	71.4	41.7	*	*
TOTAL	40,291	28,563	(1.4)	(0.1)	41.5	41.2	41.1[2]	39.9	39.2

1. Female % representation for 1978, 1979 and 1980 is based on percentage of employees as shown on Table 8B (Distribution of Employees in Executive Compensation Plan by Sex) as numbers of executives for those years were not available in IPPEBs.
2. This year only, Table 4 Service-Wide female representation excluded Senior Executive Category, while Tables 1 and 2 service-wide female representation included these employees.

* Information not available.

OCCUPATIONAL DISTRIBUTION BY SEX *

PERCENTAGE CHANGE IN NUMBER OF MEN AND WOMEN
BY MODULE CATEGORY BETWEEN MARCH 1981 AND 1982



* RE: TABLE 4

TABLE 5A

OCCUPATIONAL GROUPS IN WHICH
WOMEN ARE WELL-REPRESENTED
March 31, 1982

INCLUDES: -Integrated Groups (Women make up between 30% and 70% of that group)
-*Over-represented Groups (Women make up 70% or more of that group)*

OCCUPATIONAL GROUP	MALE	FEMALE	WOMEN AS A % OF TOTAL				
	#	#	1982	1981	1980	1979	1978
ADMINISTRATIVE MODULE							
General Administration	1118	532	32.2	29.1	28.9	27.6	26.4
Information	51	27	34.6	31.0	45.0	*	*
Law Administration	200	143	41.7	37.8	33.1	34.8	47.5
Personnel Administration	250	212	45.9	42.6	39.4	36.9	36.4
Administrative Underfill	18	37	67.3	60.0	70.8	66.7	*
Translation	*0*	*2*	*100.0*	*100.0*	*100.0*	*	*
CLERICAL MODULE							
Clerical Services	103	181	63.7	62.9	50.9	45.4	40.5
Office Equipment Operation	*5*	*27*	*84.4*	*86.2*	*88.9*	*93.5*	*87.8*
Transcription Services	*6*	*201*	*97.1*	*96.2*	*95.9*	*95.6*	*96.9*
OPERATIONAL MODULE							
General Operational	175	140	44.4	44.1	40.1	40.0	38.5
Institutional Care	256	153	37.4	37.7	37.2	39.7	38.9
PROFESSIONAL MODULE							
Home Economics, Dietetics and Nutrition	*1*	*41*	*97.6*	*97.9*	*100.*	*100.*	*96.1*
Library, History and Archives	23	11	32.4	37.9	37.5	52.9	57.9
Nursing	35	*170*	*82.9*	*83.3*	*82.3*	*83.3*	*82.0*
Occupational and Physical Therapy	*7*	*26*	*78.8*	*78.8*	*89.7*	*87.1*	*88.9*
Social Work Supervisor	85	50	37.0	38.9	37.9	*	*
Speech Pathology and Audiology	4	6	60.0	50.0	60.0	44.4	50.0
TECHNICAL MODULE							
Scientific Support	37	21	36.2	41.1	38.7	30.4	25.0
ADMINISTRATIVE SERVICES CATEGORY							
Management Systems and Services	294	149	33.6	31.7	38.5	40.6	39.2
Translation	7	11	61.1	57.1	63.2	65.0	60.0
Purchasing	81	49	37.7	35.4	36.1	28.7	25.6
Publicity	180	125	41.0	39.1	33.3	36.9	39.4
Social Programs	685	694	50.3	48.5	49.3	46.7	45.1

* Information not available.

TABLE 5A (cont'd)

OCCUPATIONAL GROUPS IN WHICH WOMEN ARE WELL-REPRESENTED

March 31, 1982

OCCUPATIONAL GROUP	MALE #	FEMALE #	WOMEN AS A % OF TOTAL				
			1982	1981	1980	1979	1978
CLERICAL SERVICES CATEGORY							
Clerical Services	1970	8050	80.3	79.5	79.9	78.4	77.7
GENERAL OPERATIONAL SERVICES CATEGORY							
Personal Service (a)	247	153	38.3	38.1	40.2	43.5	44.4
Personal Service (b)	268	741	73.4	72.3	71.0	69.9	68.0
Cleaning, Caretaking and Security (a)	942	848	47.4	45.9	44.6	43.0	41.7
INSTITUTIONAL CARE SERVICES CATEGORY							
Institutional Care (b)	1841	3840	67.6	67.0	66.3	64.6	63.4
MAINTENANCE SERVICES CATEGORY							
Radio Operations	202	160	44.2	41.9	39.0	37.0	35.0
OFFICE SERVICES CATEGORY							
Data Processing	151	224	59.7	57.4	55.5	49.1	53.0
Office Equipment Operation(a)	4	147	97.4	97.4	97.4	96.4	95.6
Office Equipment Operation(b)	63	736	92.1	91.9	92.3	92.6	92.2
Typing, Steno. & Transcription Services (a)	61	283	82.3	82.2	80.6	80.6	79.5
Typing, Steno. & Transcription Services (b)	28	5206	99.5	99.5	99.4	99.3	99.3
SCIENTIFIC AND PROFESSIONAL SERVICES CATEGORY							
Library, History and Archives	25	38	60.3	59.1	58.5	58.5	62.3
Home Economics and Nutrition	0	39	100.0	100.0	100.0	100.0	100.0
Nursing	185	1625	89.8	90.6	91.4	91.1	91.5
Occupational and Physical Therapy	7	90	92.8	92.5	90.6	89.8	89.6
Pharmacy	9	10	52.6	52.9	57.1	61.1	62.5
Psychology	164	100	37.9	37.4	41.4	39.8	37.0
Social Development	173	275	61.4	61.8	64.1	63.3	63.1
Speech Pathology & Audiology	2	31	93.9	92.9	82.1	82.1	71.4
TECHNICAL SERVICES CATEGORY							
Scientific Support (a)	191	344	64.3	65.5	63.2	60.8	60.1
Social Science Support	25	95	79.2	73.8	75.2	73.0	81.1
TOTAL	10,179	26,043					

TABLE 5B

OCCUPATIONAL GROUPS IN WHICH
WOMEN'S REPRESENTATION REQUIRES IMPROVEMENT

March 31, 1982

INCLUDES: Under-represented Groups (women make up between 0% and 30% of that group.)
Male Segregated Groups (women make up 0% of that group)

OCCUPATIONAL GROUP	MALE #	FEMALE #	WOMEN AS A % OF TOTAL				
			1982	1981	1980	1979	1978
ADMINISTRATIVE MODULE							
Financial Administration	583	66	10.2	9.1	10.8	11.8	9.3
Institutional Management	206	21	9.3	6.4	6.7	5.7	6.2
Labour Relations	47	9	16.1	14.8	10.2	10.6	11.8
Program Analysis	205	85	29.3	26.7	21.8	17.2	14.5
Property Administration	235	10	4.1	3.2	2.6	2.5	2.4
Purchasing & Supply	92	6	6.1	5.1	5.5	4.6	2.8
Social Program Administration	347	142	29.0	27.0	26.7	25.6	27.5
Systems Services	220	48	17.9	15.6	17.0	15.4	15.1
OPERATIONAL MODULE							
Agricultural Support	*22*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Correctional	436	22	4.8	4.5	6.7	7.5	7.5
Heating and Power	*39*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Printing	*9*	*0*	*0.0*	*0.0*	*9.5*	*9.5*	*9.5*
Skills and Trades	905	2	0.2	0.1	0.1	0.1	0.3
PROFESSIONAL MODULE							
Actuarial Science	5	1	16.7	16.7	20.0	0.0	0.0
Agriculture	127	6	4.5	4.1	3.1	3.6	3.7
Architecture	36	1	2.7	2.7	2.4	2.3	4.4
Chaplain	33	4	10.8	12.8	5.9	2.9	0.0
Dentistry	28	3	9.7	12.1	10.7	7.1	7.4
Economics and Statistics	266	102	27.7	24.1	26.6	28.1	27.3
Education	105	16	13.2	11.9	11.9	15.0	15.0
Engineering and Surveying	921	22	2.3	2.0	2.4	2.5	2.8
General Scientific	91	9	9.0	9.6	5.7	3.5	5.5
Legal	372	79	17.5	16.0	14.0	12.9	11.8
Medical	180	76	29.7	27.4	24.5	22.1	21.7
Pharmacy	24	5	17.2	18.5	16.7	19.4	26.7
Psychology	37	4	9.8	5.1	8.2	14.3	12.2
Resources Planning & Management	351	21	5.6	5.5	5.0	4.2	4.3
Research Science	*12*	*0*	*0.0*	*	*	*	*
Professional Underfill	43	16	27.1	28.1	25.5	3.6	*
Veterinary Science	*37*	*0*	*0.0*	*2.4*	*0.0*	*0.0*	*0.0*
TECHNICAL MODULE							
Draft, Design and Estimate	34	2	5.6	5.3	4.0	4.3	4.4
Engineering & Surveying Support	527	2	0.4	0.4	0.3	0.4	0.3
Photography	10	1	9.1	0.0	5.9	5.9	6.3
Resources, Technical	510	3	0.6	0.4	0.1	0.2	0.2
Telecommunications	9	1	10.0	10.0	5.9	0.0	0.0
Technical Underfill	*6*	*0*	*0.0*	*0.0*	*0.0*	*	*

* Information not available

TABLE 5B (cont'd)

OCCUPATIONAL GROUPS IN WHICH
WOMEN'S REPRESENTATION REQUIRES IMPROVEMENT
March 31, 1982

OCCUPATIONAL GROUP	MALE #	FEMALE #	WOMEN AS A % OF TOTAL				
			1982	1981	1980	1979	1978
EXECUTIVE COMPENSATION PLAN							
Program Executive	*2*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*
Senior Executive	548	43	7.3	6.4	5.6	4.3	4.1
ADMINISTRATIVE SERVICES CATEGORY							
General Administration	715	138	16.2	15.0	11.3	9.1	7.8
Financial	446	102	18.6	16.4	13.9	14.5	11.7
Investigation (a)	59	3	4.8	3.3	1.7	1.9	1.9
Investigation (b)	454	52	10.3	10.4	9.3	7.3	6.2
Property Assessment	1225	87	6.6	6.3	6.4	5.4	5.6
CORRECTIONAL SERVICES CATEGORY							
Correctional Services	2611	461	15.0	14.5	13.8	13.8	14.1
GENERAL OPERATIONAL SERVICES CAT							
Cleaning, Caretaking & Security(b)	198	28	12.4	11.4	9.4	8.3	6.2
Supply	613	47	7.1	6.2	5.6	5.1	7.0
Agriculture Support	220	3	1.3	0.4	0.7	1.0	1.4
INSTITUTIONAL CARE SERVICES CAT.							
Institutional Care (a)	214	20	8.5	8.0	3.9	3.5	2.3
LAW ENFORCEMENT SERVICES CAT.							
Law Enforcement Services	4048	96	2.3	2.1	1.9	1.8	1.7
MAINTENANCE SERVICES CATEGORY							
Aircraft	*70*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Trades and Crafts (a)	798	1	0.1	0.1	0.0	0.0	0.0
Trades and Crafts (b)	*1073*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Trades and Crafts (c)	977	37	3.6	3.6	2.0	1.4	1.0
Vehicle Operation (a)	2106	13	0.6	0.5	0.2	0.1	0.1
Vehicle Operation (b)	411	7	1.7	1.1	0.8	0.2	0.0
Marine Operations	*60*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Heating and Power	*325*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Printing	98	24	19.7	23.0	24.1	26.0	23.1

* Information not available

TABLE 5B (cont'd)

OCCUPATIONAL GROUPS IN WHICH
WOMEN'S REPRESENTATION REQUIRES IMPROVEMENT
March 31, 1982

OCCUPATIONAL GROUP	MALE	FEMALE	WOMEN AS A % OF TOTAL				
	#	#	1982	1981	1980	1979	1978
SCIENTIFIC & PROFESSIONAL SERV.CAT.							
Agriculture	168	27	13.8	10.7	6.5	4.8	5.5
Education	118	32	21.3	18.9	17.8	18.2	19.8
General Scientific	222	55	19.9	17.3	18.6	17.8	15.7
Resources Planning & Mgmt. (a)	131	48	26.8	26.8	28.1	49.3	24.8
Resources Planning & Mgmt. (b)	367	35	8.7	7.2	8.2	8.3	2.3
Statistics	116	49	29.7	33.9	23.5	29.7	27.8
Surveying & Engineering Services	85	2	2.3	2.1	9.1	7.1	0.0
Veterinary Science	*9*	*0*	*0.0*	*10.0*	*11.1*	*14.3*	*14.3*
TECHNICAL SERVICES CATEGORY							
Communications	95	1	1.0	1.1	2.7	1.4	1.4
Draft, Design and Estimate	537	84	13.5	13.3	15.6	16.2	15.7
Engineering & Surveying Support	1536	66	4.1	3.2	2.9	3.3	3.3
Photography	60	17	22.1	19.7	18.6	14.3	13.5
Manpower Training	158	11	6.5	7.6	9.5	6.7	7.3
Scientific Support (b)	286	90	23.9	24.1	23.7	23.8	23.5
Resources Support	1838	49	2.6	2.4	2.2	2.0	1.2
TOTAL	30,107	2,513					

TABLE 5C SUMMARY OF SERVICE-WIDE MODULES/CATEGORIES CONTENT AND MINISTRY REPRESENTATION BY MODULE/CATEGORY

Occupational Module/Category	Service-Wide[1] (as of Mar. 31/82) Number of: Groups in the Mod/Cat	Classes in the Groups	1981/82[2] Number of Ministries with Staff in the Mod/Cat	Number of Ministries in which the Mod/Cat Is: Integrated or Over-rep.	Under-rep.	1980/81[2] Number of Ministries with Staff in the Mod/Cat	Number of Ministries in which the Mod/Cat Is: Integrated or Over-rep.	Under-rep.
MODULES:								
Administrative	14	119	23	11	12	23	7	16
Clerical	3	23	23	23	0	23	23	0
Operational	7	53	20	2	18	20	2	18
Professional	23	110	21	5	16	22	5	17
Technical	7	37	12	1	11	13	1	12
Executive Compensation Plan	2	9	23	0	23	23	0	23
CATEGORIES:								
Administrative Services	10	140	22	13	9	23	13	10
Clerical Services	1	20	23	23	0	23	23	0
General Operational Serv.	6	58	19	5	14	20	4	16
Institutional Care/ Correctional Services	2	30	3	2	1	5	4	1
Law Enforcement Services	1	22	3	1	2	3	1	2
Maintenance Services	1	19	1	0	1	1	0	1
Office Services	10	140	19	1	18	20	1	19
Scientific and Professional Services	5	47	23	23	0	23	23	0
Technical Services	16	119	21	13	8	23	14	9
	9	166	19	9	10	19	8	11
TOTALS	117[3]	1112[3]	23	18	5	23	18	5

1. Number of Classes, Number of Groups are based on IPPEB Service-Wide occupational distribution as of 31 March, 1982.
2. Numbers listed here are based on Ministries' IPPEB occupational distribution as of 31 March, 1981 and 1982. Some Ministries may not have any employees in the Module or Category.
3. These 1112 classes, contained in 117 groups, account for 68,842 employees as of 31 March, 1982.

TABLE 6A: SERVICE-WIDE HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES[1]
(Classes in which women make up less than 30%)
COMPARISON OF 1981/82 AND 1980/81 COMPETITIONS

Occupational Module/Category	1981/82						1980/81					
	# Hired(*)			# Applied			# Hired(*)			# Applied		
	Male	Female	F%	Male	Female	F%	Male	Female	F%	Male	Female	F%
MODULES:												
Administrative	349(73)	115(35)	24.8	6314	1450	18.8	367(73)	112(18)	23.4	7276	2010	21.6
Clerical	14(4)	4(2)	22.2	49	33	40.2	3(-)	3(1)	50.0	62	34	35.4
Operational	85(5)	8(-)	8.6	959	46	4.6	108(4)	7(-)	6.1	1483	88	5.6
Professional	243(54)	53(12)	17.9	3398	636	15.8	264(43)	50(7)	15.9	4111	746	15.4
Technical	63(14)	3(-)	4.5	780	24	3.0	98(19)	3(1)	3.0	987	39	3.8
Executive Compensation Plan[2]	23	8	25.8	1249	310	19.9	45(8)	4(1)	8.2	2348	186	7.3
CATEGORIES:												
Administrative Services	268	104(1)	28.0	5303	1726	24.6	285	103	26.5	7362	2947	28.6
Clerical Services	16	4(1)	20.0	242	80	24.8	8	0	0.0	194	93	32.4
General Operational Serv.	143(2)	17	10.6	3455	564	14.0	133	46	25.7	1138	244	17.7
Institutional Care/ Correctional Services	44	12	21.4	137	29	17.5	6	1	14.3	21	3	12.5
Law Enforcement Services	239	64	21.1	2420	538	18.2	447	98	18.0	2647	1082	29.0
Maintenance Services	394	39	9.0	3373	300	8.2	353	24	6.4	2645	213	7.5
Office Services	423(2)	11	2.5	6211	184	2.9	483	26	5.1	6637	299	4.3
Scientific and Professional Services	19	5	20.8	233	88	27.4	14	7	33.3	108	42	28.0
Technical Services	159	45	22.1	4260	753	15.0	77	39	33.6	2178	753	25.7
	146	20	12.0	2533	461	15.4	292	40	12.0	6589	852	11.5
TOTALS	2628(154)	512(51)	16.3	40,916	7231	15.0	2983(147)	563(28)	15.9	45,786	9631	17.4

1. Information included here is summary detail of competitions reported by Ministries for all classes in Modules and Categories that are under-represented in the Ministry, and may include classes that are not under-represented service-wide.
2. Information on Executive Compensation Plan was provided by the Office of Senior Appointments and Compensation of the Civil Service Commission.

(*) Waivers of competition for Management classes (and surplus placements under Article 24 of the Collective Agreement for Bargaining Unit classes in 1981/82 only) are listed separately in brackets and included only in '# Hired".

TABLE 6B: SOME COMPARISONS OF MEN'S AND WOMEN'S EXPERIENCE IN COMPETITIONS IN UNDER-REPRESENTED CLASSES[1]

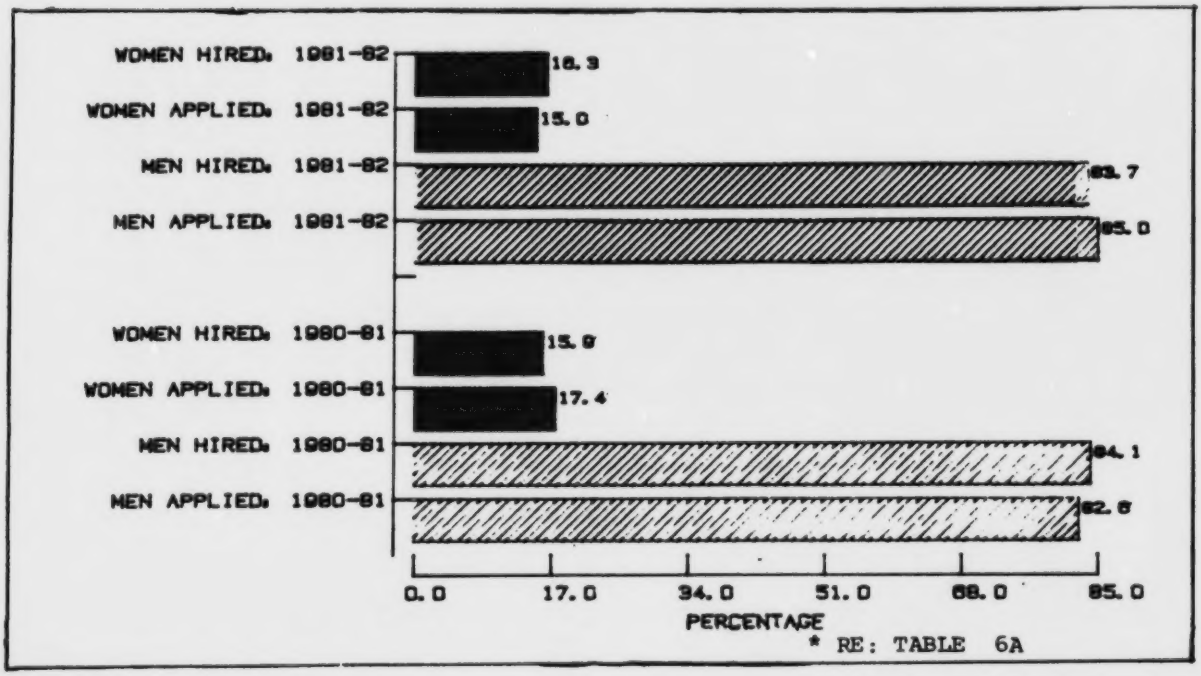
1981/82

Occupational Module/Category	# of Vacancies Filled by Competition Only			# Applied		# Qualified			# Interviewed			# Qualified As a % of # Applied		# Interviewed As a % of # Qualified	
	Total	Female		Male	Female	Male	Female		Male	Female					
	#	#	%			#	#	%	#	#	%	M%	F%	M%	F%
MODULES:															
Administrative	356	80	22.5	6314	1459	2462	506	17.0	1599	369	18.8	39.0	34.7	64.9	72.9
Clerical	12	2	16.7	49	33	30	20	40.0	28	12	30.0	61.2	60.6	93.3	60.0
Operational	88	8	9.1	959	46	482	23	4.6	437	21	4.6	50.3	50.0	90.7	91.3
Professional	230	41	17.8	3398	636	1307	269	17.1	820	188	18.7	38.5	42.3	62.7	69.9
Technical	52	3	5.8	780	24	514	10	1.9	225	7	3.0	65.9	41.7	43.8	70.0
Executive Compensation Plan[2]	31	8	25.8	1249	310	Not Available			164	62	27.4	--	--	--	--
CATEGORIES:															
Administrative Services	371	103	27.8	5303	1726	2075	656	24.0	1258	372	22.8	39.1	38.0	60.6	56.7
Clerical Services	19	3	15.8	242	80	110	37	25.2	43	9	17.3	45.5	46.3	39.1	24.3
General Operational Serv.	158	17	10.8	3455	564	978	163	14.3	573	92	13.8	28.3	28.9	58.6	56.4
Institutional Care/ Correctional Services	56	12	21.4	137	29	105	13	11.0	103	13	11.2	76.6	44.8	98.1	100.0
Law Enforcement Services	303	64	21.1	2420	538	746	208	21.8	738	207	21.9	30.8	38.7	98.9	99.5
Maintenance Services	433	39	9.0	3373	300	1631	175	9.7	1160	109	8.6	48.4	58.3	71.1	62.3
Office Services	432	11	2.5	6211	184	2050	62	2.9	1571	53	3.3	33.0	33.7	76.6	85.5
Scientific and Professional Services	24	5	20.8	233	88	71	17	19.3	69	14	16.9	30.5	19.3	97.2	82.4
Technical Services	204	45	22.1	4260	753	1725	247	12.5	772	158	17.0	40.5	32.8	44.8	64.0
	166	20	12.0	2533	461	752	111	12.9	661	95	12.6	29.7	24.1	87.9	85.6
TOTALS	2935	461	15.7	40,916	7231	15,038	2517	14.3	10,221	1781	14.8	36.8	34.8	68.0	70.8

1. Information included here is summary detail of competitions reported by Ministries for all classes in Modules and Categories that are under-represented in the Ministry, and may include classes that are not under-represented service-wide.

2. Information on Executive Compensation Plan was provided by the Office of Senior Appointments and Compensation of the Civil Service Commission.

SERVICE-WIDE HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES COMPARISON OF 1981/82 AND 1980/81 COMPETITIONS *



SOME COMPARISONS OF MEN'S AND WOMEN'S EXPERIENCE IN COMPETITIONS: IN UNDER-REPRESENTED CLASSES 1981/1982 *

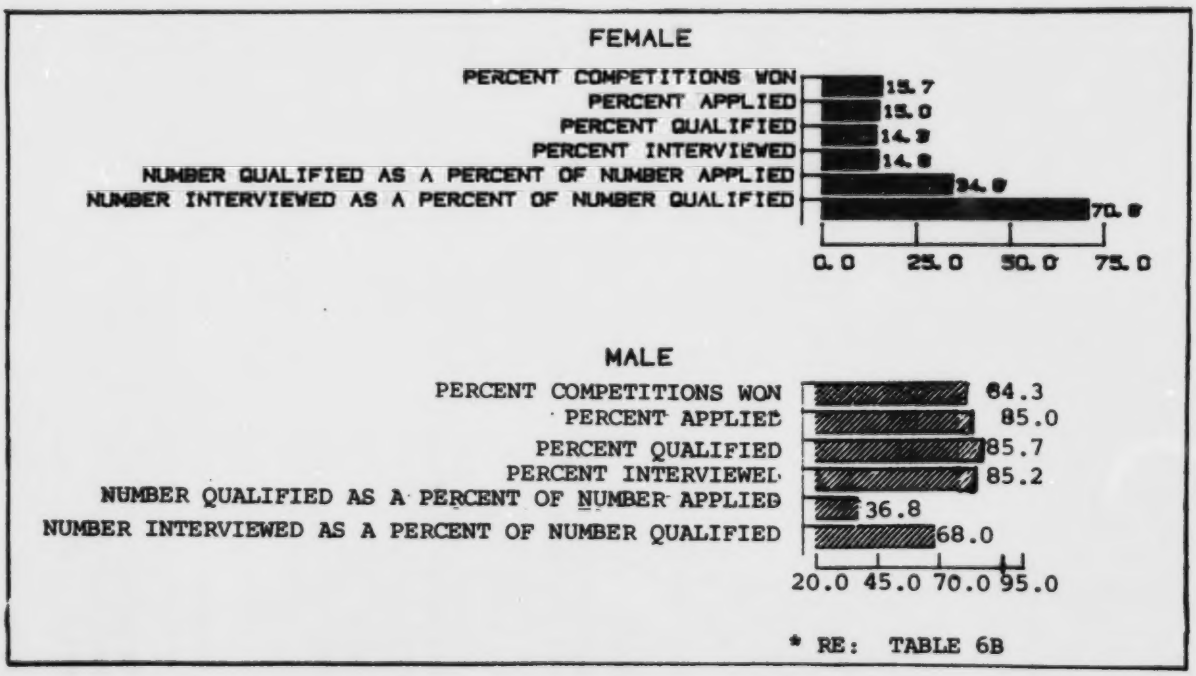


TABLE 7A

ACCELERATED CAREER DEVELOPMENT (ACD) INITIATIVES

(Include: On-the-Job Training, Job Rotations, Secondments, Full-Time Sponsorship of Special Staff Development)

MINISTRY	1981/82			
	# OF WOMEN IN MINISTRY	TOTAL # OF INITIATIVES (*)		WOMEN RECEIVING ACD AS A % OF MINISTRY WOMEN[1]
		PLANNED	MET	
Agriculture & Food	532	12	34(2)	6.4
Attorney General	2,123	80	144(7)	6.8
Civil Service Commission	105	8	14(-)	13.3
Comm. & Social Services	6,287	125	179(7)	2.8
Cons. & Comm. Relations	1,081	34	64(2)	5.9
Correctional Services	1,233	24	44(1)	3.6
Culture & Recreation	389	21	27(-)	6.9
Education/Colleges & Universities	1,179	24	41(4)	3.5
Energy	73	2	8(-)	11.0
Environment	422	11	25(4)	5.9
Government Services	917	28	59(3)	6.4
Health	7,122	360	325(6)	4.6
Industry & Tourism	269	15	28(2)	10.4
Intergovernmental Affairs	33	2	4(-)	12.1
Labour	639	26	44(2)	6.9
Management Board of Cabinet	24	2	11(1)	45.8
Municipal Aff. & Housing	610	96	100(3)	16.4
Natural Resources	975	20	70(2)	7.2
Northern Affairs	75	3	6(-)	8.0
Revenue	1,467	30	51(3)	3.5
Solicitor General	897	16	18(3)	2.0
Transport. & Communic.	1,792	53	67(6)	3.7
Treasury & Economics	184	4	12(-)	6.5
TOTALS	28,428	996	1375(58)	4.8

(*) Accelerated career development initiatives undertaken as a result of the 1981/82 Affirmative Action Incentive Fund Program are shown in brackets; this figure is included in the total number of initiatives.

1. Percentage of women is based on number of women in these ministries as listed on Annual Report, Table 1, figures for 1981/82 .

7B: DISTRIBUTION OF ACCELERATED CAREER DEVELOPMENT INITIATIVES MET BY TYPE

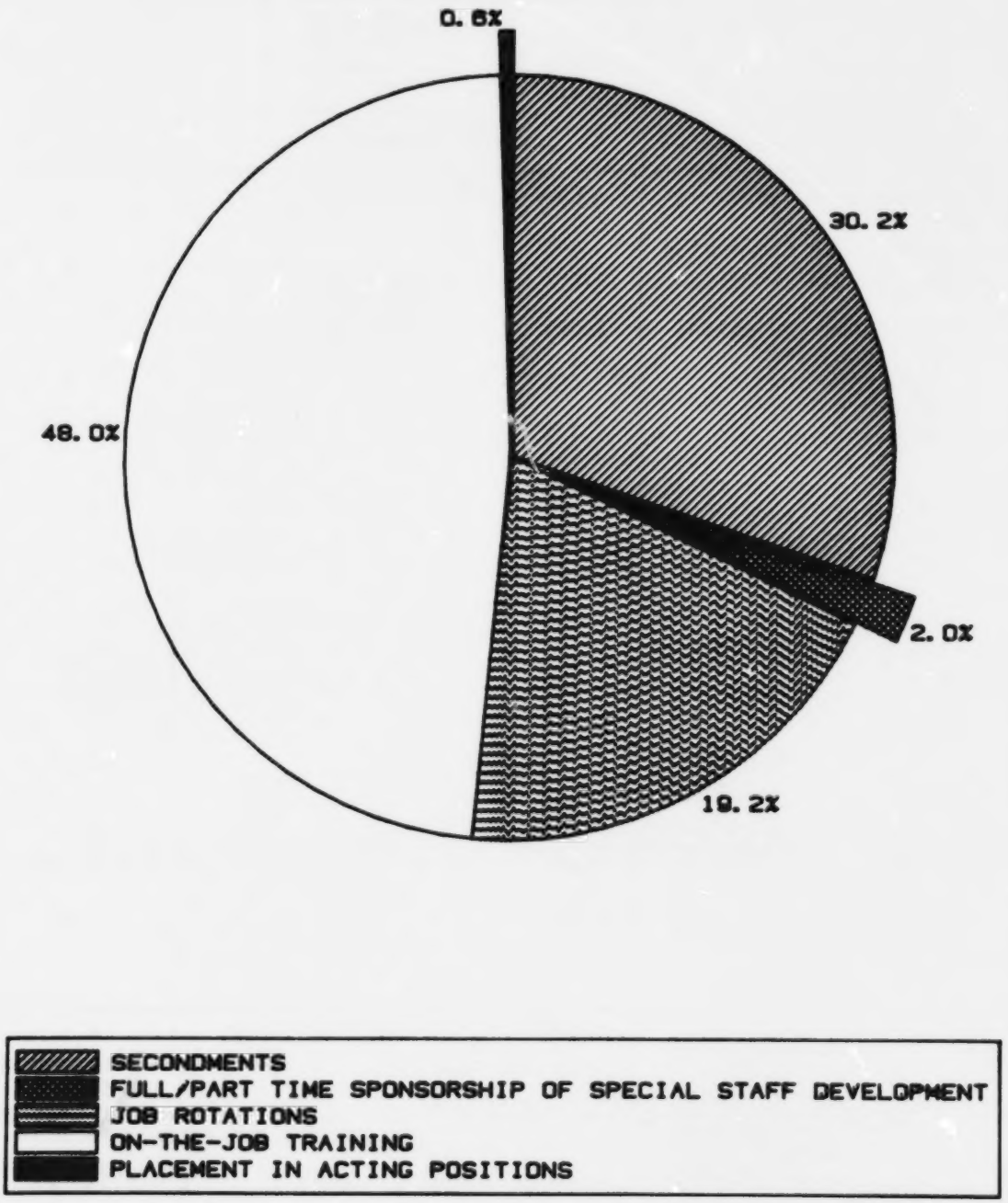


TABLE 8A: EXECUTIVE COMPENSATION PLAN BY LEVEL AND SEX[1]
(Plus Deputy Ministers) March 31, 1982

LEVEL	MALE	FEMALE	WOMEN AS A % OF LEVEL OF ECP
ECP 5	47	2	4.1%
ECP 4	94	5	5.1%
ECP 3	158	10	6.0%
ECP 2	125	11	8.1%
ECP 1	101	11	9.8%
SCP 1	41	4	8.9%
DM	32	1	3.0%
TOTAL	598[2]	44[2]	6.9%

TABLE 8B: DISTRIBUTION OF EMPLOYEES IN EXECUTIVE COMPENSATION PLAN BY SEX[1]
(Plus Deputy Ministers)

	TOTAL	MALE	FEMALE	
March 1977	745	716	29	3.9%
March 1978	709	680	29	4.1%
March 1979	696	666	30	4.3%
March 1980	655	618	37	5.6%
March 1981	649	608	41	6.3%
March 1982	642	598	44	6.9%

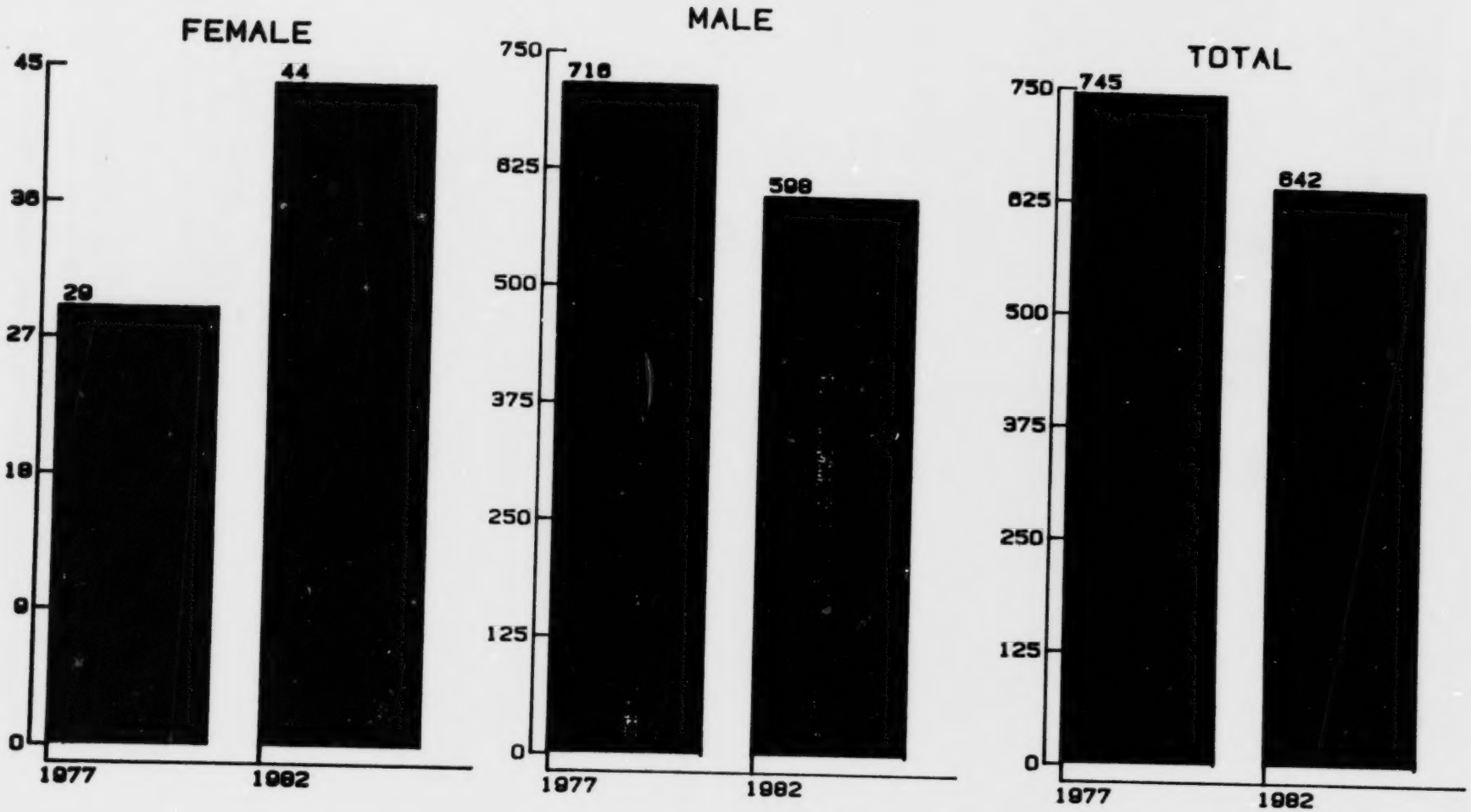
TABLE 8C: EXECUTIVE COMPENSATION PLAN COMPETITION SUMMARY[1]

	VACANCIES FILLED BY COMPETITION:			# APPLIED			# INTERVIEWED		
YEAR	M	F	F%	M	F	F%	M	F	F%
1980/81	45	4	8.2	2348	186	7.3	374	28	7.0
AS A % OF # APPL.	1.9	2.2					15.9	15.1	
1981/82	23	8	25.8	1249	310	19.9	164	62	27.4
AS A % OF # APPL.	1.8	2.6					13.1	20.0	

1. Figures here were provided by the Office of Senior Appointments and Compensation of the Civil Service Commission, and include Ministries, Agencies, Boards and Commissions.
2. Figures indicate positions held, not vacancy complement.

DISTRIBUTION OF EMPLOYEES IN EXECUTIVE COMPENSATION PLAN (PLUS DEPUTY MINISTERS) BY SEX*

COMPARISON OF 1977 TO 1982



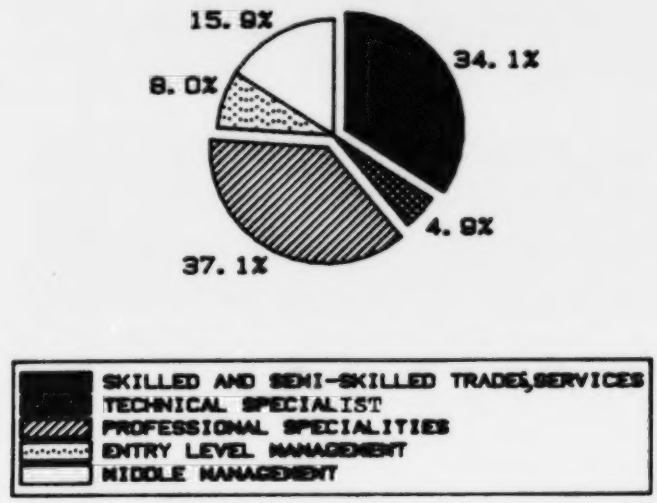
* RE: TABLE 8B

TABLE 9 NUMERICAL PLANNING TARGETS

MINISTRY	1981/82					1980/81		
	PLANNED PRIORITY FORMULA TARGETS	REVISED #: AS OF SEPT 30, 1981	# OF PFTs MET BY MAR. 31, 1982	# MET AS A % OF: PLANNED #	REVISED # (IF DIFF)	PLANNED PRIOR. FORM. TARG.	REVISED # AS OF SEPT.30 1980	# MET AS OF MAR. 31, 1981
Agriculture & Food	13	18	16	123.1	88.9	2	8	13
Att. General	12	12	16	133.3		2	2	5
Civil Service Commission	0	0	0	---	---	1	1	2
Comm. & Soc. Services	11	11	3	27.3		17	19	29
Cons. & Comm. Relations	4	5	3	75.0	60.0	6	6	3
Corr. Services	89	63	68	76.4	107.9	98	98	101
Culture & Recreation	5	4	2	40.0	50.0	8	8	6
Educ./Colleges & Univers.	2	2	1	50.0		4	4	4
Energy	1	1	0	0.0	---	0	0	(5)[1]
Environment	11	11	7	63.6		9	6	4
Government Services	17	17	18	105.9		14	14	16
Health	8	7	8	100.0	114.3	19	19	8
Industry & Tourism	1	1	1	100.0		0	0	(8)[1]
Intergov. Affairs	2	0	0	0.0	---	0	0	0
Labour	4	4	3	75.0		6	6	7
Management Bd. of Cabinet	2	2	1	50.0		3	3	7
Mun. Affairs & Housing	13	13	12	92.3		6	5	4
Nat. Resources	28	15	10	35.7	66.7	25	17	20
North. Affairs	2	0	(1)[1]	0.0	---	2	2	3
Revenue	38	22	35	92.1	159.1	34	35	50
Sol. General	34	34	32	94.1		26	26	27
Transport. & Communic.	30	32	28	93.3	87.5	21	21	8
Treasury & Economics	0	0	(2)[1]	---	---	1	1	2
TOTALS	327	274	264+(3)[1]	80.7	96.4	304	301	319+(13)[1]

1. Estimated low turnover and availabilities precluded numerical planning targets at the start of the fiscal year or at the mid-year review. However, these ministries were able to achieve hires/promotions in under-represented classes within the ministries' priority areas.

10A: PERCENTAGE DISTRIBUTION OF NUMERICAL PLANNING TARGETS MET BY CHOICE OF PRIORITITES (1) FOR 1981/82



(1) REFER TO 'MINISTRY IMPLEMENTATION REQUIREMENTS' OF THE AFFIRMATIVE ACTION PROGRAM DIRECTIVE ON PAGE 4-55-1 OF THE APPENDIX TO THIS REPORT

10B: NUMERICAL PLANNING TARGETS FOR HIRE/PROMOTIONS FOR WOMEN REASONS THAT TOTAL NUMBER OF PRIORITY TARGETS WERE NOT MET

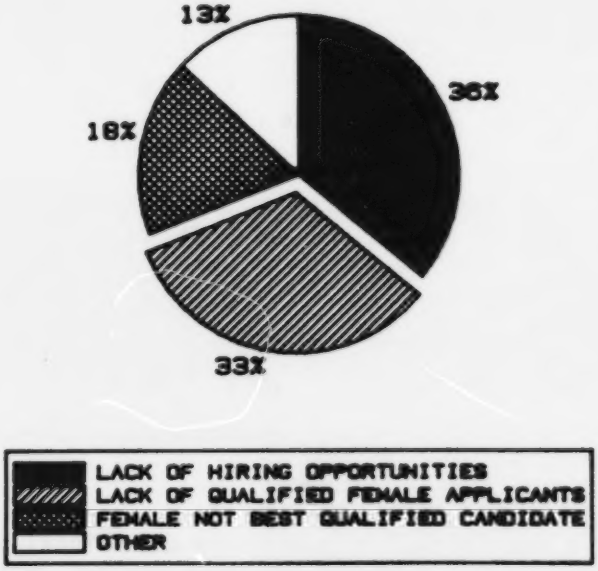


TABLE 11

STAFF TRAINING AND DEVELOPMENT
SERVICE-WIDE COMPARISONS[1]

	1980/81			1981/82		
	MALE	FEMALE	F%	MALE	FEMALE	F%
Participants:	34,848	27,526	44.1%	31,731	27,731	46.6%
Change:				8.9% dec.	0.7% inc.	2.5% inc.
$ Spent:	3,704,778	1,549,316	29.5%	4,075,167	1,869,250	31.4%
Change:				10% inc.	20.7% inc.	1.9% inc.
$ Spent/Partic.:	106.31	56.29	--	128.43	67.41	--
Change:				20.8% inc.	19.8% inc.	--

1. These details have been summarized from 22 ministries' Staff Development Reports (all ministries that provided a breakdown of participants and dollars by males and females). Those providing only a total (male plus female) for (one of) participants and/or dollars are not included.

TABLE 12

SERVICE-WIDE SUMMARY OF RESOURCES USED FOR AFFIRMATIVE ACTION
IN THE ONTARIO PUBLIC SERVICE IN 1981/82

$ RESOURCES:	Direct	Indirect	W.C.E.O.
	$1,745,605	$ 74,726	$247,400 + $300,000 A.A.I.F.*

= Total of $2,367,731; based on 28,563 women in the O.P.S., the ratio is approximately $83. per woman

* For further detail see Table 7A description.

STAFF RESOURCES:	Full Time	Part Time
Program Managers:	17	6
Program Assistants:	19	5
Secretarial:	8	17
(W.C.E.O.:	7 full time staff)	

CHAPTER 5

INTRODUCTION TO THE MINISTRY AND CROWN AGENCY CHAPTERS

INTRODUCTION TO MINISTRY CHAPTERS

The format for the 1981/82 Annual Report reflects the additional information being collected and reported by the ministries as required by the latest Directive on the Affirmative Action Program for Women Crown Employees. In response to this Directive, which took effect April 1, 1980, and continuing with the Government's management-by-results system each Deputy Minister is required to submit specific year-end information to the Women Crown Employees Office.

The Women Crown Employees Office is grateful to those who have contributed to this report, and to those who have supported the Affirmative Action Program (AAP) during the 1981/82 fiscal year.

Brief descriptions for the headings found in each Ministry chapter are listed below:

Total Number of Employees in the Ministry

This figure refers to the number of classified employees within that particular Ministry as of March 31, 1982, and does not include vacancies.

Women's Share of Ministry Employment

These figures reflect the number of female classified staff in the Ministry (as of March 31, 1982) and the percentage of Ministry employees women represent.

Women's Share of Female OPS Employment

This percentage reflects the representation of the Ministry's female classified staff out of the total number of women in the Ontario Public Service (OPS).

Salary Distribution

This section examines and compares the average salaries of women and men in the Ministry. Indicators are the percentage increase in average salaries and changes in the wage gap from 1980/81 to 1981/82.

In four ministries' chapters, the average salary reported is slightly different from that listed in Chapter 4, Table 3: Average Salary by Ministry and Sex. The differences are the result of: a) including data from affiliated commissions or corporations, and, b) separating the data from the two central organizations reporting to the Chairman of the Management Board of Cabinet.

Accelerated Career Development (ACD) Initiatives

This section, redesigned in 1981/82, shows the number of initiatives undertaken by the Ministry for its women, and includes initiatives sponsored under the 1981/82 Affirmative Action Incentive Fund (AAIF). The percentage of Ministry women this represents is based on the total number of initiatives. Accelerated career development initiatives include on-the-job training, job rotations, secondments, and full time sponsorship of special staff development.

Inventories

Any inventories reported by the Ministry's Affirmative Action Program are described here.

Summaries of the various types of inventories and data base information provided by ministries are included on Pages 48 and 49.

Allocation of Resources

The allocation of Ministry funds to carry out the Affirmative Action Program are broken down into two areas: Direct Resources are those funds allocated directly to the Program; Indirect Resources refer to those sources of funding provided by other areas within the Ministry, e.g., workshop funding provided by managers, books purchased by the library, or reports produced and funded by the Information Branch.

Staff Training and Development (ST & D)

This section has a new format and some basic indicators have been standardized. Statistics on participants have been taken from the Staff Development Report forms for 1981/82 as prepared by the ministries. Two percentage calculations are standardized for all ministries this year: comparison of female participants to the total number of ministry participants and to the total female population of the ministry. Notes on any trends, changes or specific information relating to the Ministry's Affirmative Action Program are also included in this section.

Occupational Distribution of Women in Ministry and

Hire/Promotion Progress Report in Under-Represented Classes

This table has been expanded again to display more information on women's occupational status.

The table shows the numerical distribution of female staff and their percent representation in each module (management positions) or category (bargaining unit positions).

The Table also documents women's experience in the selection process for filling vacancies in the Ministry during 1981/82. The vacancies reported here, by module and category, represent only under-represented classes (where women are less than 30% of the population) and include Waivers of Competition (for Management Modules) and surplus placements (for bargaining unit positions, as per Article 24 of the Collective Agreement).

For vacancies filled by competition, the table also shows, by sex, the number of applicants, those applicants considered qualified and those interviewed. The last two columns show the number of females hired, and the percentage this number is of the total hires in the module or category.

Regional Delivery

Ministries that have a regional delivery aspect to their Affirmative Action Program provide comments here about the types of activities undertaken for their women in regions outside the Metropolitan Toronto area.

Highlights of Ministry Affirmative Action Program

Ministries were asked to use this section to describe any elements of their Ministry Program they wished to highlight and that were significant to the Ministry's or corporate Affirmative Action Program goals. This section was also used to report any hires or promotions considered by the Ministry to be particularly significant, including breakthroughs (a hire/transfer/promotion/reclassification which contributes towards improving the Ministry's female occupational status/level).

INTRODUCTION TO AGENCY CHAPTERS

The Agency chapters differ from Ministry chapters in format and content since their reporting mechanism varied from that used by the Ministries in 1981/82. These chapters follow a similar format to that used in previous years.

DESCRIPTIVE SUMMARIES

There is a wide variety of information reported by the ministries for any aspect of the Program because each ministry creates individualized initiatives to meet both the ministry needs and the Program requirements. The following summaries are consolidations of the various descriptions for "data base" and "inventories" in the ministry chapters.

I Data Base

One of the basic requirements for the Affirmative Action Program is a data base, a set of permanent information files, which are available to meet the data processing and information requirements of the Program. In the Ontario Public Service, each individual ministry has set up and maintains its own data base, according to its individual program needs. The Women Crown Employees Office provides all ministries with core information from the computerized Personnel/Payroll system, on items such as classifications by sex, salary distribution by sex, etc. and Ministry Personnel Offices collate information shared with the Affirmative Action Program.

Although the content of these various data bases is not co-ordinated and the information contained therein is quite varied, there are similarities. Statistical reports from Personnel Branches contain data on staffing movements and employee job status. Information on certain job categories is kept in detail; for example, the female population and staffing changes for the computer systems areas, or even as specialized as Tax Auditor and Property Assessment positions. Another example of one ministry's selective data base additions is the number of enrollments and graduates of Resource Management courses in Ontario universities and community colleges.

This information is essential for program design, implementation and evaluation. It provides the background for analysis of the competition process, occupational distribution, course participation, classifications and participation rates for women, salary differentials and career development activities. In addition to assisting Ministries in evaluating and selecting priority areas for the targetting component of the M.B.R., and developing Ministry Affirmative Action strategies and procedures, these data bases also provide the information required by the Women Crown Employees Office for the Annual Report on the Status of Women Crown Employees.

II Inventories

Inventories, lists of women designated by career related information, are maintained by Ministry Affirmative Action Program Offices. Five of them report that they are accessing the general Human Resources inventories, which are maintained by Personnel Branches. Although many of these lists are automatically maintained by the Ministry, participation is often voluntary and up to the individual initiative of the female employee.

A variety of inventories are maintained according to individual Ministry program needs. Ministries reported inventories containing information on Senior Women both within the Ministry and in external positions monitored by a Provincial Ministry (e.g. for senior positions within schoolboards). Other inventories contain data on female public employees who: are working in under-represented classes and non-traditional positions or who possess either an interest in or a potential for non-traditional positions, expressed an interest in on-the-job training opportunities or other Accelerated Career Development assignments, such as job rotations and secondments.

The most commonly maintained inventories are related to career development and Senior Women.

These lists, which are now beginning to be computerized, include participant information such as classification levels (updated when applicable), educational and occupational backgrounds, and career goals and might extend to analysis of necessary requirements to meet these ambitions.

Inventories are utilized by Affirmative Action Program Management and ministry management as a source to identify potential candidates for courses, on-the-job training assignments, Accelerated Career Development initiatives, task forces, committees and selected competitions.

Inventories are also used for assessing the usefulness of past Accelerated Career Development initiatives by tracking the careers of participants, and are valuable in succession planning and preparing Affirmative Action Branch plans and activities.

MINISTRY OF: AGRICULTURE AND FOOD CHAPTER 6

Total Number of Employees in the Ministry: 1491

Women's Share of Ministry Employment: 35.7% (532)

Women's Share of Female OPS Employment: 1.9%

Salary Distribution

Women's average salary 1980/81: $16,257.
1981/82: $17,980.
An increase of 10.6%

Men's average salary 1980/81: $24,077.
1981/82: $25,702.
An increase of 6.7%

Women's average salary was 70.0% of men's in 1981/82 (compared to 67.5% in 1980/81), for a decrease in the wage gap of 2.5%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF:	2
- Other ACDs:	32
- TOTAL Number of initiatives undertaken by Ministry women:	34
- % of Ministry women this represents:	6.4%

Inventories

The Ministry maintains three types of inventories:

1. Women with Potential for Non-Traditional Positions

   This inventory lists all women in the Ministry who have demonstrated both the interest and ability to move into careers in administration, managerial, professional, technical or operational positions where women represent less than 30% of the occupational class. Nominations came from branch directors.

2. Women in Non-Traditional Jobs

   Included in this inventory are all women employed in non-traditional jobs whether in the technical, professional or managerial fields. A 3-day course was given for women in these areas.

3. Senior Women in OMAF

   An inventory listing of all women above AM level 17, and those in management positions in the Ministry. Periodically, these women meet to discuss relevant issues.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	13	24.1	8(4)	86	21	20	8	20	8	5(3)	62.5
Clerical	7	77.9	1(1)	--	--	--	--	--	--	0(0)	0.0
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	12	5.3	15(3)	39	9	34	8	32	8	1(0)	6.7
Technical	0	0.0	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	15	33.3	5	85	19	30	8	30	7	1	20.0
Clerical Services	133	80.1	--	--	--	--	--	--	--	--	--
General Operational Serv.	16	15.2	4(2)	15	0	15	0	15	0	0(0)	0.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	1	4.2	2	10	0	7	0	7	0	0	0.0
Office Services	197	98.5	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	69	24.4	22	260	93	85	36	83	36	9	40.9
Technical Services	69	19.6	14	192	33	79	9	77	9	2	14.3
TOTALS	532	35.7	71(10)	687	175	270	69	264	68	18(3)	25.4

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Allocation of Resources: Direct: $60,443 Indirect: $1,768

Staff Training and Development:

- Number of participants: # of Men 407
  # of Women 267

- Females as a % of Total Participants: 39.6%
- Female participants as a % of Ministry Females: 50.2%

Compared to 1980/81, the number of women participating in staff training and development courses of all types increased by 8.5%. Women's participation in the Technical or Professional courses increased by 9.7%, and in the Interpersonal or Personal courses, their participation increased by 18.6%.

Women comprise 35.7% of the Ministry's staff. The proportion of women participating in Staff Training and Development rose from 20.5% in 1975/76 to 39.6% in 1981/82. The women's share of the training dollar was 40.1% for 81/82.

An average of $143.88 was spent for each female participant in staff development and training, representing 2% more than the $141.02 spent for each male course participant during 1981/82.

In addition, two women were on duty assignments to complete a Ph.D. and diploma, respectively, in Agriculture, for 31 weeks.

Regional Delivery

The Affirmative Action Program Co-ordinator visited the Agricultural Colleges, Research Institutions, offices in Guelph and various counties.

The Co-ordinator met managers and gave seminars to managers and women on Affirmative Action and career development. Twenty-four women outside Queen's Park attended Regional Delivery Workshops.

Highlights of Ministry Affirmative Action Program

The Deputy Minister met with the Affirmative Action Program Co-ordinator to confirm the Ministry's commitment and direction to achieving results in Affirmative Action. The Program Co-ordinator met with branch directors and senior management to discuss the implementation of MBRs. Branch directors submitted MBRs on Affirmative Action and reported on results. However, a six-month Ministry freeze did restrict hiring.

Senior and middle managers in the Ministry led workshops for 46 women on "Nuts and Bolts of Managing in Government." The orientation gave an overview of Affirmative Action to new employees. Senior women continue to meet to discuss relevant issues. The Affirmative Action Council met quarterly representing head office and regional staff.

The Program Co-ordinator facilitated developmental assignments using the Ministry policy. She assisted managers and women to plan career development, job enrichment, and secondments. Managers continue to interview women focusing on career development and traditional positions. The Program Co-ordinator directed managers and women on using the Affirmative Action Incentive Fund. This helped managers to use developmental assignments for women to under-represented areas. The Program Co-ordinator held career and skill development seminars at Head Office and throughout Ontario.

Highlights of Ministry Affirmative Action Program (cont'd)

Fifteen women attended a career assessment course dealing with interest, aptitude and personality. Sixteen women attended a residential workshop for women in non-traditional careers.

The Program Co-ordinator did outreach on all competitions in non-traditional areas to attract more qualified women. The Ministry distributed "So You're Looking for a Job," to employees for career development and "So You're Looking for An Agricultural Career" to all students graduating from Colleges of Agricultural Technology in Ontario to inform them of Ministry careers. The Co-ordinator gave seminars on Affirmative Action to managers and to women students in agricultural programs about careers in the Ministry. Managers hired 46% women in the Experience '81 program to expose them to the Ministry and to prepare them for professional positions in the Ministry.

The Affirmative Action Information Committee published the newsletter "Affirmaction News."

Eight women were acting in positions ranging from clerical positions to acting directors. Breakthroughs included promotions to under-represented jobs such as Associate Director of Personnel Branch (AM-19), Assistant to the Deputy Minister (AM-14), Executive Assistant to Executive Director, Interpretation & Education Officer, Record Services Officer 2 and Manager, Administrative support. A Financial Officer 1, who started as a Clerk 2, was promoted to Comptroller (AM-18) of Crop Insurance Commission. Through privatization, 37 men and 7 women left for the Dairy Herd Improvement Corporation July 1.

MINISTRY OF: THE ATTORNEY GENERAL CHAPTER 7

Total Number of Employees in the Ministry: 3,105

Women's Share of Ministry Employment: 68.4% (2,123)

Women's Share of Female OPS Employment: 7.4%

Salary Distribution

Women's average salary 1980/81: $15,874
1981/82: $18,094
An increase of 14.0%

Men's average salary 1980/81: $27,491
1981/82: $29,142
An increase of 6.0%

Women's average salary was 62.1% of men's in 1981/82 (compared to 57.7% in 1980/81), for a decrease in the wage gap of 4.4%

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 7
- Other ACDs: 137
- Total number of initiatives undertaken by Ministry women: 144

- % of Ministry women this represents: 6.8%

Inventories

A career counselling inventory, of individuals interested in particular jobs, and an ongoing analysis of positions and classifications by branch, were maintained by the Affirmative Action Program Office to advise individuals of both opportunities as they occur and sources of information for chosen field(s) of work.

The Office maintains another inventory of applicants to competitions for on-job training assignments in order to advise them about future training opportunities and jobs.

Allocation of Resources: Direct: $118,400 Indirect: $750

Staff Training and Development

- Number of participants: # of Men : 876
  # of Women : 924
- Females as a % of total participants: 51.3%
- Female participants as a % of Ministry females: 43.5%

The number of women participating in training and development increased by 36.3% over 1980/81.

Total training dollars spent on female employees increased by 21.5%.

The greatest increase in female participation was in the category of Technical/ Professional courses.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	138	39.3	8(1)	71	36	32	14	28	13	0(0)	0.0
Clerical	42	72.4	1(1)	--	--	--	--	--	--	0(0)	0.0
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	77	17.3	60(20)[1]	436	196	147	81	118	68	20(7)[1]	33.3
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	51	37.8	5	45	17	17	8	13	7	1	20.0
Clerical Services	991	82.3	3(1)	31	5	13	1	12	1	1(1)	33.3
General Operational Serv.	0	0.0	--	--	--	--	--	--	--	--	--
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	4	33	1	23	1	19	1	0	0.0
Office Services	807	92.2	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	17	70.8	--	--	--	--	--	--	--	--	--
Technical Services	0	0.0	--	--	--	--	--	--	--	--	--
TOTALS	2123	68.4	81(23)[1]	616	255	232	105	190	90	22(8)[1]	27.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

[1]Includes promotions of 18 lawyers (6 females) "by committee". These are not waivers, but have been treated in a similar fashion in this chart.

Regional Delivery

Presentations about the Affirmative Action Program at management meetings and skill development workshops for women were held throughout the Province. As well, a monthly newsletter was sent to Managers and Affirmative Action Representatives.

The Incentive Fund accelerated career development assignments took place across the Province. In addition, the Affirmative Action Program sponsored regional women to attend courses.

Highlights of Ministry Affirmative Action Program

The appointment of the first female Legal Director was an addition to the Ministry's Executive Group.

Women made significant progress in the Legal Group. Two more women were promoted to the senior professional level of Legal PM-21(to)-24 and five women were hired/promoted to level Legal PM-19(to)-20. The eleven women who were hired to level Legal PM-14(to)-19 were a sufficient number to change this classification level from under-represented to integrated. (In this Ministry, each of these three groupings is considered to be one class 'level'.)

Women made gains in the Administrative Module, the Professional Module and the Administrative Services Category.

MINISTRY OF: THE CIVIL SERVICE COMMISSION CHAPTER 8

Total Number of Employees in the Ministry: 171

Women's Share of Ministry Employment: 61.4% (105)

Women's Share of Female OPS Employment: 0.4%

Salary Distribution

Women's average salary	1980/81:	$22,437
	1981/82:	$24,554
	An increase of 9.4%	
Men's average salary	1980/81:	$33,060
	1981/82:	$36,744
	An increase of 11.1%	

Women's average salary was 66.8% of men's in 1981/82 (compared to 67.9% in 1980/81), for an increase in the wage gap of 1.1%. This increase is a direct result of the large turnover of senior level women as compared to senior level men in 1981/82. Although women were hired at a rate equal to their turnover, they tended to come in at the lower end of the salary range for their class, which results in a lower overall average salary. This should correct itself as the women progress through their salary ranges to maximum.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 0
- Other ACDs: 14
- Total number of initiatives undertaken by Ministry women: 14
- % of Ministry women this represents: 13.3%

Inventories

A Career Summary Inventory is maintained for all Civil Service Commission (CSC) employees. The inventory, which outlines the educational level and occupational background of each Civil Service Commission employee, is used to assist management in making decisions about career development assignments.

Allocation of Resources: Direct: $13,585 Indirect: $16,900

Staff Training and Development

- Number of participants: # of Men : 95
  # of Women : 108
- Females as a % of total participants: 53.2%
- Female participants as a % of Ministry females: 102.9%

(cont'd)

Ontario Ministry of Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	38	42.2	1	34	8	3	1	2	1	0	0.0
Clerical	7	87.5	--	--	--	--	--	--	--	--	--
Operational	--	--	--	--	--	--	--	---	--	--	--
Professional	0	0.0	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	5	55.6	--	--	--	--	--	--	--	--	--
Clerical Services	26	96.3	--	--	--	--	--	--	--	--	--
General Operational Serv.	0	0.0	--	--	--	--	--	--	--	--	--
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	--	--	--	--	--	--	--	--	--
Office Services	28	100.0	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	1	100.0	--	--	--	--	--	--	--	--	--
Technical Services	--	--	--	--	--	--	--	--	--	--	--
TOTALS	105	61.4	1	34	8	3	1	2	1	0	0.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Staff Training and Development (cont'd)

Women's participation rate in staff training was 53.2% of courses attended by Civil Service Commission staff and 53.7% of person-days committed to staff development. Women's share of training dollars spent on courses and seminars was 53.4%. Female participants attended 30 Managerial/Supervisory courses, 59 Technical/Professional courses, 16 Interpersonal/Personal courses, and 3 Secretarial/Clerical courses.

Of the courses attended by women, 82.4% were Managerial and Professional, and 87.1% of training dollars spent on women were in this area.

Highlights of Ministry Affirmative Action Program

Women were able to maintain their level of representation in the Administrative Module (43%) and in the Personnel Administration group (49%), which is the Civil Service Commission's main occupational group, despite a high turnover of women staff. In fact, there was a 50% turnover of women at levels APL-18 and above in 1981/82. Women are not under-represented at any level within the Personnel Administration group.

Due to the fact that all its under-represented classes have small populations and low turnover, the Civil Service Commission was unable to set any formula hire/promotion targets in 1981/82. The Civil Service Commission exceeded its targets for providing women with accelerated career development assignments by six: seven women in Office Services/ Clerical Services received assignments (four targetted) and seven women in Personnel and General Administration received assignments (four targetted).

Women were successful in 78.4% (29/37) of the competitions held in 1981/82, 17.0% above their representation in the ministry. At the officer level, women were successful in 66.7% (14/21) of the competitions. At the senior officer level (AM-18 and above), women were successful in 37.5% of the competitions. Women won five of the six developmental secondment competitions.

Although there were no executive level vacancies in the Civil Service Commission in 1981/82, it is encouraging to note that two women from the Civil Service Commission moved to executive level positions in other ministries and one woman moved to an associate director position in another ministry.

The Civil Service Commission also provided seven women from other ministries with developmental secondment opportunities during 1981/82.

Women's share of ministry employment increased by 0.1%, from 58.1% in 1980/81 to 58.2% in 1981/82.

MINISTRY OF: COMMUNITY AND SOCIAL SERVICES CHAPTER 9

Total Number of Employees in the Ministry: 10,256

Women's Share of Ministry Employment: 61.3% (6,287)

Women's Share of Female OPS Employment: 22.0%

Salary Distribution

Women's average salary	1980/81:	$ 16,375
	1981/82:	$ 18,196
	An increase of 11.1%	
Men's average salary	1980/81:	$ 19,373
	1981/82:	$ 21,431
	An increase of 10.6%	

Women's average salary was 84.9% of men's in 1981/82 (compared to 84.5% in 1980/81), for a decrease in the wage gap of 0.4%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF:	7
- Other ACDs:	172
- Total number of initiatives undertaken by Ministry women:	179
- % of Ministry women this represents:	2.8%

Inventories

A senior women's inventory for pay grades 18 and above was established in December of 1979. After an assessment process, four inventory participants were nominated to and attended the Public Service Commission of Canada Assessment Centre.

The inventory is being used as a source of referrals to management for task forces and committees, developmental assignments and selected competitions.

Allocation of Resources Direct: $123,600 Indirect $ -

Staff Training and Development

- Number of participants:	# of Men :	4239
	# of Women :	7846
- Females as a % of total participants:		64.9%
- Female participants as a % of Ministry females:		124.8%

Out of the women attending courses during the fiscal year 1981/82, 73% attended Technical/Professional courses, 13% Interpersonal/Personal courses, 10% Managerial/Supervisory courses and 4% Secretarial/Clerical courses.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	269	34.6	38 (2)	639	203	232	79	162	67	15 (2)	39.5
Clerical	49	83.1	--	--	--	--	--	--	--	--	--
Operational	201	35.1	9	41	23	19	12	16	11	4	44.4
Professional	137	48.8	5 (1)	6	13	4	12	4	12	2 (0)	40.0
Technical	0	0.0	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	512	60.3	6	104	28	36	13	22	10	4	66.7
Clerical Services	634	81.6	--	--	--	--	--	--	--	--	--
General Operational Serv.	626	50.4	15	625	168	260	47	74	10	0	0.0
Institutional Care/ Correctional Services	2686	68.3	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	5	1.3	18	248	7	88	4	80	4	2	11.1
Office Services	605	98.5	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	519	74.5	--	--	--	--	--	--	--	--	--
Technical Services	44	74.6	2	2	0	2	0	2	0	0	0.0
TOTALS	6287	61.3	93 (3)	1665	442	641	167	360	114	27 (2)	29.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Regional Delivery

A province-wide network of representatives existed at the beginning of the fiscal year. However, in December, the responsibility for appointing representatives and initiating local meetings shifted from the Affirmative Action Office to local managers, and a Regional Advisory Committee was formed to ensure that an adequate liaison exists between staff in the divisions/regions and the Affirmative Action Office. The Affirmative Action Officers became much more visible in the regions, assisting employees in career planning, and assisting managers in planning initiatives, presenting workshops and increasing awareness of the Program.

Highlights of Ministry Affirmative Action Program

A major review of the effectiveness of the Ministry Program's implementation method was carried out in 1981/82. Based on the results, a much stronger emphasis is being placed on shifting the responsibility for program implementation to local managers and ensuring management accountability.

On the basis of input from interviews held with several female employees and managers, the Program mandate was further clarified. A review was also done of the structure and role of the Affirmative Action Office, and as a result the positions in the Office were reviewed and upgraded.

A major effort will be made during 1982/83 to increase awareness of and build up enthusiasm for the Program across the province. To help with this, an audio-visual presentation was developed during 1981/82, explaining the Program and showing the ways in which Ministry employees can use the resources of the Affirmative Action Office.

Several hire/promotion activity achievements were made during the year. A female Occupational Health and Safety Officer was hired at Southwestern Regional Centre and is now the only woman in the Fire Safety Inspector classification. The two Motor Vehicle Operator positions advertised during the year were filled by women, slightly improving the previous 56:1 male: female ratio in that classification. The two women appointed to OM-16 and OM-15 classifications are the only women at these levels: one as a Hospital Housekeeper at Oxford Regional Centre, and the other as a Food Services Manager at Southwestern Regional Centre.

At the more senior levels, a woman was the successful candidate in a competition for Regional Planning Manager (Program Analysis AM-21) in the North, a position which has traditionally been filled by men, and two senior female Systems Managers were appointed in the Management Information Systems Branch at the Systems Services AM-20 level. Strides were also made in the financial area, where women were appointed to both the Executive Director of Finance and Director of Financial Planning and Corporate Analysis positions, and four Regional and Area Financial Officer positions were filled by women.

MINISTRY OF: CONSUMER AND COMMERCIAL RELATIONS CHAPTER 10

Total Number of Employees in the Ministry: 1,720

Women's Share of Ministry Employment: 62.8% (1081)

Women's Share of Female OPS Employment: 3.8%

Salary Distribution

Women's average salary 1980/81: $14,423
1981/82: $16,708
An increase of 15.8%

Men's average salary 1980/81: $22,661
1981/82: $25,195
An increase of 11.2%

Women's average salary was 66.3% of men's in 1981/82 (compared to 63.6% in 1980/81), for a decrease in the wage gap of 2.7%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF:	2
- Other ACDs:	62
- Total Number of initiatives undertaken by Ministry women:	64
- % of Ministry women this represents:	5.9%

Inventories

The Affirmative Action Career Inventory contains data on female employees earning a minimum of $17,000 per annum as of March 31, 1982. This data consists of career information forms completed by those women interested in accelerated career development, corresponding supervisors' assessments and formal training plans designed expressly for any of the interested women recommended for accelerated career development. Alternate documents, signed by presently disinterested women and their supervisors, also form an integral part of the inventory. A cardex tracking system, which follows the activities of those women in the inventory, complements the other documents.

The career information is filed by work units totalling 15, and the tracking system is filed by career goals, totalling twenty-two. Updating as to eligibility for inclusion in the inventory occurs quarterly. Due to the confidential nature of the contents, the inventory is located in the Program Manager's office.

The inventory is accessed to identify qualified female candidates for developmental and promotional opportunities.

Allocation of Resources: Direct: $63,107 Indirect: $12,426

Ontario Ministry of Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	79[1]	39.3[1]	13(3)	107	26	44	4	42	4	5(2)	38.5
Clerical	24	88.9	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	6	15.4	2	46	10	5	1	5	1	1	50.0
Technical	0	0.0	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	24	19.4	15	185	120	47	22	43	22	6	40.0
Clerical Services	732	79.0	3	3	4	3	4	2	3	1	33.3
General Operational Serv.	0	0.0	1	1	0	1	0	1	0	0	0.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	1	1.2	1(1)	--	--	--	--	--	--	0(0)	0.0
Office Services	212	92.2	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	1	7.7	--	--	--	--	--	--	--	--	--
Technical Services	2	4.7	1	1	10	0	7	0	7	1	100.0
TOTALS	1081	62.8	36(4)	343	170	100	38	93	37	14(2)	38.9

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"
(1) Includes 5 women, acting as Land Registrars.

Staff Training and Development

- Number of participants: # of Men : 241
  # of Women : 399

- Females as a % of total participants: 62.3%
- Female participants as a % of Ministry females: 36.9%

The 1981/82 Staff Development report indicated several significant increases in female course participation as compared to the 80/81 figures.

There was a 108% (81) increase in the total number of women taking external courses. Female participation in Technical/Professional courses increased by 9.5% (12) and 95% (18) of the participants at the Career Planning workshop were female.

The total staff dollars allotted to female course participants increased by 18.7% to bring the female share of total training dollars to $67,949.98.

Regional Delivery

All interested women earning above $17,000 were interviewed by their managers regarding their career goals.

An Affirmative Action Regional Representatives' Conference was held for 68 regional representatives. This 1½ day conference provided the women with an update on Affirmative Action, as well as information on a number of areas in which the women had indicated an interest. The Affirmative Action Program Manager delivered an evening presentation on Affirmative Action at Symposium 81 in London, Ontario. Eight women attended workshops sponsored by the Regional Delivery Task Force. The Ministry's Systems training project was open to regional female staff as well. Visits were made by the Affirmative Action Program Manager to two registry offices in Ottawa.

Information kits were forwarded to regional offices on a bi-monthly basis. A section of the Affirmative Action bi-monthly newsletter was devoted to regional information.

Affirmative Action Program Manager reported regularly to Regional Executive meetings of Real Property Registration Branch, Property Rights Division. A senior manager was named as the Affirmative Action contact person between Real Property Registration Branch and Women's Advisory Office.

Highlights of Ministry Affirmative Action Program (including Breakthroughs)

The Affirmative Action Program is now fully integrated into the Ministry's Planning cycle. Separate accounting codes were established to allow units to report direct Affirmative Action expenditures only. Three formula and four non-formula hire/promotion targets were met.

MCCR continued its training program to better qualify women in the systems field; 121 women were tested to determine native aptitude for systems work. Five women were accepted into the apprenticeship program based on their test results. This training program has been a very positive initiative.

MCCR was represented on two of the four task forces of the Affirmative Action Council.

The Administrative Module, which now has 39% female representation, has some significant hire/promotion activity from April-September, 1981, where 68.4% of all hires/promotions (not limited to under-represented classes) were women (13 females, six males).

Highlights of Ministry Affirmative Action Program (cont'd)

Special development was provided for one female to become qualified for a position in the Executive Compensation Plan. First female in role of Vice-Chairperson for the Ministry's United Way Campaign and, in addition, three women were chosen as trainees for the Government's United Way Campaign.

Fifteen females moved into under-represented sex-typed classification series - one as a Land Registrar 3; two as Financial Officer 3; one as an Executive Officer 1; one as a Records Services Officer 2; one as a Library Technician 2, one as an Investigator 2, OSC; one as a Clerk 7 General; one as a Public Relations Officer 2; one as a Legal PM 19-20; one as a General Admin. AM-17; two as General Admin. AM-18; one as a Law Admin. AM-18; one reclassified as a Personnel Admin. AM-18.

Three females became firsts in a particular position - one as Secretary to Ontario Securities Commission; one as Manager, Central Registration, Business Practices Division; one as Executive Assistant to the Deputy Minister.

One woman became the first to act as the Chief Accountant.

MINISTRY OF: CORRECTIONAL SERVICES CHAPTER 11

Total Number of Employees in the Ministry: 4844

Women's Share of Ministry Employment: 25.5% (1233)

Women's Share of Female OPS Employment: 4.3%

Salary Distribution

Women's average salary 1980/81: $17,384
1981/82: $19,092
An increase of 9.8%

Men's average salary 1980/81: $20,783
1981/82: $22,094
An increase of 6.3%

Women's average salary was 86.4% of men's in 1981/82 (compared to 83.6% in 1980/81), for a decrease in the wage gap of 2.8%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 1
- Other ACDs: 43
- Total number of initiatives undertaken by Ministry women: 44
- % of Ministry women this represents: 3.6%

Inventories

A Computerized Personnel Inventory System was established in April, 1981, and is accessed for supplementary data for the Affirmative Action Program data base. In addition, it is anticipated that the inventory will be accessed in future for secondments and developmental assignments.

Allocation of Resources: Direct: $57,702 Indirect: $11,000

Staff Training and Development

- Number of participants: # of Men : 3929
  # of Women : 1020
- Females as a % of total participants: 20.6%
- Female participants as a % of Ministry females: 82.7%

Two Special courses, Managing Life Skills for Women (November, 1981) and Project Management (March, 1982), were designed to prepare the women who participated in the Assessment Centre for Women for management positions.

As part of keeping female employees of the Ministry informed about the issues that may affect them, the Affirmative Action Program staff conducted 2 Office of the Future seminars and a series of lunchtime sessions on the topic of office automation.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	51	16.3	10(8)	20	0	20	0	20	0	3(3)	30.0
Clerical	9	81.8	--	--	--	--	--	--	--	--	--
Operational	16	3.7	19(2)	176	7	149	5	131	5	2(0)	10.5
Professional	21	38.9	1	6	1	6	0	6	0	0	0.0
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	131	32.0	1	0	1	0	1	0	1	1	100.0
Clerical Services	265	84.4	--	--	--	--	--	--	--	--	--
General Operational Serv.	20	12.5	18	418	201	94	23	87	29	2	11.1
Institutional Care/ Correctional Services	338	13.1	303	2420	538	746	208	738	207	64	21.1
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	12	108	2	72	2	49	2	0	0.0
Office Services	277	98.9	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	103	68.2	1	0	1	0	1	0	1	1	100.0
Technical Services	2	40.0	--	--	--	--	--	--	--	--	--
TOTALS	1233	25.5	365(10)	3148	751	1087	240	1031	245	73(3)	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Staff Training and Development (cont'd)

The Ministry of Correctional Services has two Staff Training Branches: Community Programs Staff Training and Institutional Staff Training. The breakdown of women's participation in staff training and development programs for the fiscal year 1981/82 is 53.2% (Community Programs Staff Training) and 13.1% (Institutional Staff Training).

Regional Delivery

The focus of the Programs continues to concentrate on managers being aware of the objectives of the Affirmative Action Program and having responsibility for implementing them. The Affirmative Action Program staff travel across the province to provide consulting services to managers concerning their contribution to planning and implementing the Program.

Highlights of Ministry Affirmative Action Program

Women have continued to increase their representation in two traditionally male occupations, Correctional Officer and Probation/Parole Officers. The female proportion of the total employees in the Probation/Parole series has now reached 30%. Two of the three classification levels in this series, Probation/Parole Officers 1 and 2, are no longer under-represented.

In the Probation and Parole series, the number of women has increased 218% from 39 in March 1975 to 124 in March 1982. The number of women in the Correctional Officer series has increased by 96.6% from 174 in March 1975 to 342 in March 1982.

During the fiscal year 1981/82, women improved their representation in the Ministry from 25.0 percent in March 1981 to 25.45 percent in March 1982.

In 1981, the first year following the establishment of the Women's Assessment Centre, developmental secondments in non-traditional areas were arranged for the participants to prepare them for management positions. Special courses were also designed in accordance with their needs.

During the fiscal year 1981/82 the Ministry identified 89 (revised in Sept./81 to 63) priority targets and achieved 68.

The Affirmative Action Program staff conducted two seminars and a series of lunchtime sessions related to the trend to use microtechnology in the workplace to assist the women in preparing for future working conditions.

MINISTRY OF: CULTURE AND RECREATION CHAPTER 12

Total Number of Employees in the Ministry: 798

Women's Share of Ministry Employment: 48.7% (389)

Women's Share of Female OPS Employment: 1.4%

Salary Distribution

Women's average salary	1980/81:	$18,138.
	1981/82:	$20,100.
	An increase of	10.8%
Men's average salary	1980/81:	$24,056.
	1981/82:	$25,995.
	An increase of	8.1%

Women's average salary was 77.3% of men's in 1981/82 (compared to 75.4% in 1980/81), for a decrease in the wage gap of 1.9%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF:	0
- Other ACDs:	27
- Total Number of initiatives undertaken by Ministry women:	27
- % of Ministry women this represents:	6.9%

Inventories

Inventory of senior women that identifies all women in executive and management compensation plans, by class levels.

Inventory of all women in feeder groups to management and executive compensation plans from level 15 and above, for contact when positions at the senior levels are advertised.

Skeleton inventory of ministry women in non-traditional jobs and under-represented classifications.

Inventory and tracking of women who have undergone accelerated career development initiatives.

Skeleton inventory of ministry women who have expressed interest in accelerated career development initiatives through the ministry's work planning and performance review process.

Allocation of Resources: Direct: $53,952. Indirect: $7,030.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	57	44.2	5	69	36	23	14	14	7	2	40.0
Clerical	10	83.3	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	4	14.3	1	27	18	4	4	4	4	1	100.0
Technical	0	0.0	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	50	36.2	3	263	147	90	50	20	18	2	66.7
Clerical Services	79	84.9	1	12	4	2	2	2	1	0	0.0
General Operational Serv.	7	16.3	3	176	14	52	5	14	2	0	0.0
Institutional Care/ Correctional Services	3	100.0	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	1	1.0	--	--	--	--	--	--	--	--	--
Office Services	129	98.5	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	18	42.9	1	79	58	6	14	4	7	0	0.0
Technical Services	31	46.3	1	6	0	5	0	4	0	0	0.0
TOTALS	389	48.7	15	632	277	182	89	62	39	5	33.3

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Staff Training and Development

- Number of participants: # of Men : 90
  # of Women : 167

- Females as a % of total participants: 65.0%
- Female participants as a % of Ministry females: 42.9%

Women received 64% of the total tuition/related expense dollars spent by the ministry (an increase of 5.5 % over 80/81).

Women received 75% of the total person days devoted to staff development (an increase of 4.7% over 80/81).

An interesting trend was reflected in comparing 80/81 training and development data with 81/82. Participation in Interpersonal/Personal courses dropped by 45% with a marked increase in specific job-related skills courses.

Regional Delivery

Affirmative Action representatives from each of the Ministry's regional offices have been appointed.

Women in the field were sponsored to attend workshops held by the Affirmative Action Council's Regional Task Force. In addition, appropriate affirmative action materials were distributed to the field on an ongoing basis.

Highlights of Ministry Affirmative Action Program

The first woman was appointed director of the Ministry's Internal Audit Branch as a result of a reclassification to a previously under-represented classification.

The Ministry appointed its first female director of Legal Services.

The first woman was hired into the executive officer 2 (B/U) classification in a position not previously held by a woman. The first woman was hired at a Public Relations Officer 3 level.

The Ministry exceeded its accelerated career development initiatives. Nine were planned (2.0% of ministry women) and 27 were actually undertaken (6.9% of ministry women).

The Ministry targetted for one hire/promotion for the Social Program Administration AM-18 level. This target was met; in addition, reclassifications raised the number of women in this level by 2 more.

The Ministry also reclassified two women into under-represented classifications in the General Admin. series (at AM-17 and AM-19) thereby raising the female representation.

MINISTRY OF: EDUCATION/COLLEGES & UNIVERSITIES (Including Education Relations Commission) CHAPTER 13

Total Number of Employees in the Ministry: 2080

Women's Share of Ministry Employment: 56.7% (1179)

Women's Share of Female OPS Employment: 4.1%

Salary Distribution (Including Education Relations Commission)

Women's average salary 1980/81: $16,689.
1981/82: $18,832.
An increase of 12.8%

Men's average salary 1980/81: $27,669.
1981/82: $29,940.
An increase of 8.2%

Women's average salary was 62.9% of men's in 1981/82 (compared to 60.3% in 1980/81), for a decrease in the wage gap of 2.6%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 4
- Other ACDs: 37
- Total number of initiatives undertaken by Ministry women: 41
- % of Ministry women this represents: 3.5%

Inventories

The Unit maintains a detailed file on all Ministry civil servants by branch and regional/field office for information related to occupational distribution, staff development and hire/promotion activities. It is used to identify women who are potential candidates for accelerated career development initiatives and/or for filling under-represented positions.

Allocation of Resources: Direct: $107,300 Indirect: $5865

Staff Training and Development

- Number of participants: # of Men : 1816
  # of Women : 1584
- Females as a % of total participants: 46.6%
- Female participants as a % of Ministry females: 134.4%

The female participation rate in the categories of Managerial/Supervisory and Technical/Professional courses increased by 2% to a new total of 42.4% in 1981/82; the rate decreased by 22% to a new total of 57.2% in Interpersonal/Personal and Secretarial/Clerical courses.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	62	32.3	15(2)	299	82	121	32	60	31	7(1)	46.7
Clerical	29	82.9	--	--	--	--	--	--	--	--	--
Operational	2	16.7	--	--	--	--	--	--	--	--	--
Professional	29	19.9	4	125	59	31	14	15	9	1	25.0
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	32	31.4	10	184	68	47	23	27	21	6	60.0
Clerical Services	295	81.0	--	--	--	--	--	--	--	--	--
General Operational Serv.	98	59.4	3	29	0	14	0	14	0	0	0.0
Institutional Care/ Correctional Services	130	69.5	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	6	8.7	--	--	--	--	--	--	--	--	--
Office Services	365	97.3	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	110	45.8	7	44	7	19	4	15	4	3	42.9
Technical Services	21	10.9	7	188	64	36	22	23	8	1	14.3
TOTALS	1179	56.7	46(2)	869	280	268	95	154	73	18(1)	39.1

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Staff Training and Development (cont'd)

Between 1980/81 and 1981/82, the average training cost per female participant increased by $12 while the average training cost per male participant decreased by $37.

During 1981/82, there was an increase of 103 in the total number of female participants in staff training and development compared to 1980/81; the number of male participants increased by 448.

Regional Delivery

There is a Communications Network made up of representatives from all branches, regions and field offices. This system is in place to provide information to and also seek information and suggestions from all employees.

The Co-ordinator visited several regional offices during the year to present affirmative action information sessions, and to discuss areas of concern.

Highlights of Ministry Affirmative Action Program

The Unit co-ordinated noon-hour programs for the employees, covering a variety of subjects such as Security of the Female and Investments. The Affirmative Action Unit made presentations at the orientation sessions for new employees.

Hire/Promotion breakthroughs included the first female Native person hired as an Education Officer (E. O. 2), and the first females hired as Senior Policy Advisor (General Administrator AM-21) and as Senior Policy and Planning Advisor (Program Analyst AM-21).

The Unit analyses the Affirmative Action portion of the Multi-Year Plan submitted by all 22 Colleges and makes recommendations to the Council of Regents. Ministry data on school boards' staffing patterns was provided on request to assist in the development of affirmative action programs in the boards. The Unit annually updates and analyses data on male/female staff in elementary and secondary schools.

The Co-ordinator served as a member on internal and external ministry work-groups established to recommend strategies to increase the participation of female youth in studies for non-traditional occupations. As well, the Unit initiated an analysis of a sample collection of enrolment, by subject and course, of male/female students at the secondary level and provided assistance, on request, in the development and implementation of non-sexist curriculum materials.

The Deputy Minister issued a memo to the Boards of Education re: The Science Council of Canada's Statement of Concern: The Science Education of Women in Canada. The memo urges teachers, parents, and counsellors to take positive actions to encourage greater participation of female students in mathematics and science courses. In addition, the Ministry of Colleges and Universities funded a documentary film Breaking Through as a teaching and public education vehicle to assist in the development of a curriculum for pre-trades programs.

The Ministry annually updates an extensive data base for each branch, regional/field office on all aspects of the Program, including the career path of former accelerated career development initiatives participants. There are plans to place all the data files onto a computerized system. Data is also maintained for staff of School Boards.

MINISTRY OF: ENERGY CHAPTER 14

Total Number of Employees in the Ministry: 146

Women's Share of Ministry Employment: 50.0% (73)

Women's Share of Female OPS Employment: 0.3%

Salary Distribution

Women's average salary	1980/81:	$16,695
	1981/82:	18,189
	An increase of 8.9%	
Men's average salary	1980/81:	$34,952
	1981/82:	37,525
	An increase of 7.4%	

Women's average salary was 48.5% of men's in 1981/82 (compared to 47.8% in 1980/81),for a decrease in the wage gap of 0.7%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: -
- Other ACDs: 8
- Total number of initiatives undertaken by Ministry women: 8
- % of Ministry women this represents: 11.0%

Inventories

Informal only at the present time.

Allocation of Resources: Direct: $23,114 Indirect: $ --

Staff Training and Development

- Number of participants: # of Men : 48
  # of Women : 68
- Females as a % of total participants: 58.6%
- Female participants as a % of Ministry females: 93.1%

The Ministry of Energy is very active in its encouragement of staff training and development for employees. More women than men took part in courses this year (58.6% of the participants) and although the average cost per female participant was only 32.6% that of the average male participant cost, more than twice as many females attended Managerial/Supervisory training. One-sixth of the female participants took Secretarial/Clerical training and 50% of the female participants took Managerial/Supervisory training and development courses. This was an increase of 38.2% for Managerial/Supervisory training for females over last year. In general our Training and Development participation/dollars spent were down last year and women received 31.6% of these dollars as compared to 41% last year.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	8	26.7	4	101	34	43	14	24	6	2	50.0
Clerical	4	100.0	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	3	6.8	26(2)	559	49	104	23	82	11	3(0)	11.5
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	3	33.3	2	118	91	11	9	13	9	0	0.0
Clerical Services	18	90.0	--	--	--	--	--	--	--	--	--
General Operational Serv.	--	--	--	--	--	--	--	--	--	--	--
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--
Office Services	32	100.0	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	3	75.0	3	159	63	50	26	17	14	2	66.7
Technical Services	2	100.0	--	--	--	--	--	--	--	--	--
TOTALS	73	50.0	35(2)	937	237	208	72	136	40	7(0)	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"
Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Highlights of Ministry Affirmative Action Program

In 1981/82 the Ministry of Energy had 17 women earning in excess of $23,000 with 6 of these earning in excess of $30,000. These women are in the Professional, Technical and Administrative modules and represent an increase of 21% from 1978/79. The Ministry has great difficulty in identifying priority targets in under-represented classes according to the corporate formula, since the numbers of positions are low and the number of experienced women available at senior levels in specialized fields is still very low or nonexistent. However, in keeping with our interest and attention to advancing women as much as possible, this year we were able to hire 7 women into under-represented classes which was 21% of the total hired. Five of these 7 were at the 17 level or higher. As well, we achieved several breakthroughs with 3 women reaching the advisor levels in highly technical/ professional fields.

The Ministry is also pleased with the career development opportunities/ promotions of its Administrative Support staff. Our "office of the future" has provided upward mobility for 25 women in the past 3 years. Seventeen have progressed upward at least once, many twice and 2 have moved into the administrative management stream. As well, accelerated career development initiatives such as secondments, acting assignments and job rotations have given another 8 women in this category some exposure and opportunity to develop and acquire additional skills in the past year.

The senior level women in the Ministry took part in an initial special luncheon for women in small ministries. It provided an opportunity for these women to learn more about the senior inventory (SAAC) and meet with their peers in other smaller ministries.

CHAPTER 15

MINISTRY OF: THE ENVIRONMENT

Total Number of Employees in the Ministry: 2,023

Women's Share of Ministry Employment: 20.9% (422)

Women's Share of Female OPS Employment: 1.5%

Salary Distribution

Women's average salary	1980/81:	$15,725
	1981/82:	17,758
	An increase of	12.9%
Men's average salary	1980/81:	$24,323.
	1981/82:	25,706.
	An increase of	5.7%

Women's average salary was 69.1% of men's in 1981/82 (compared to 64.7% in 1980/81), for a decrease in the wage gap of 4.4%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF:	4
- Other ACDs:	21
- Total Number of initiatives undertaken by Ministry women:	25
- % of Ministry women this represents:	5.9

Inventories

The Affirmative Action Program has created a Career Inventory of all women in the Ministry who have expressed definite career categories and who have wished to participate. The career categories are: Accounting/Finance/Program Analysis; Data Processing/Programming; Engineering/Resource Management/Scientific/Technical; Managerial/Administrative; Personnel; Records Management/Purchasing; Secretarial/Clerical/Word Processing; Skills & Trades. Each personnel representative and the manager of Human Resources is to receive a copy. The Inventory will be updated twice yearly for changes/additions/deletions. There is a page profile on each woman which is inserted into the appropriate Career area. It will be used extensively by the A.A.P.M.

The senior women in the Ministry who are in the Management group or the feeder group (which contains those whose position requires a degree) are also part of our Staff Resources Inventory which has been created through our Human Resources Program and is supported and directed by our Senior Management. It also profiles each employee both male and female for use in succession planning, job rotations and secondments.

Allocation of Resources: Direct: $39,265 Indirect: $ --

Staff Training and Development

- Number of participants:	# of Men :	1261
	# of Women :	233
- Females as a % of Total participants:		15.6%
- Female participants as a % of Ministry females:		55.2%

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	15	24.6	3(1)	8	18	2	8	2	8	2(0)	66.6
Clerical	13	92.9	--	--	--	--	--	--	--	--	--
Operational	0	0.0	11(2)	161	1	58	0	58	0	0(0)	0.0
Professional	11	3.2	19(4)	132	8	59	3	59	3	1(0)	5.3
Technical	0	0.0	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	6	13.3	3	69	24	9	3	9	3	1	33.3
Clerical Services	108	74.5	--	--	--	--	--	--	--	--	--
General Operational Serv.	1	3.3	5	393	4	28	1	28	1	0	0.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	4	0.9	72(1)	1892	14	292	3	292	3	0(0)	0.0
Office Services	177	96.2	2	53	14	6	3	6	3	1	50.0
Scientific and Professional Services	30	18.1	25	460	126	85	29	85	29	7	28.0
Technical Services	57	12.2	29	860	142	133	12	133	12	1	3.4
TOTALS	422	20.9	169(8)	4028	351	672	62	672	62	13(0)	7.7

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

In terms of both number of participants and money spent, the 1981/82 fiscal year saw marked improvement over 1980/81 in the area of Staff Training and Development.

In all four types of courses, improvement was noted for females. In the Interpersonal/Personal and Secretarial/Clerical categories the dollars spent more than doubled.

As in 1980/81 the largest discrepancy between males and females was in the Technical/Professional area. Here women represented less than 10 percent of the participants and dollars spent.

There was a 5% increase in the amount of money spent on staff training and development courses for females.

Regional Delivery

The Affirmative Action Program Manager visits each region at least once a year to provide an information update session on Affirmative Action and provide counselling services. The five regional representatives participate in a regional day in Toronto and also meet in person with the Women's Advisory Committee. The Women's Advisory Committee monthly meetings are also teleconferenced to the regional representatives and they receive the monthly minutes and information kits to share with the women in their area.

Highlights of Ministry Affirmative Action Program

The Ministry held a Career Development Centre for Women in September/81. There were 12 participants, four from each of the three divisions. The Centre was designed to identify women who have potential for first level management. The results of the Centre helped provide these women with accelerated career development plans to meet this objective.

The management dimensions and qualities evaluated were:

- Communication
- Leadership
- Organization & Planning
- Problem Analysis
- Decision Making

Multiple assessment techniques were used: written and oral presentation, simulation exercises, both individual and group, which were developed or taken from tested and prepackaged material. Trained assessors were drawn from within and outside the Ministry.

One significant breakthrough occurred when a woman moved from the Secretarial stream into the Program Analysis classification as a Junior Analyst.

Four developmental assignments of four months each were implemented and sponsored by the Ministry. Two were into the Environmental Technician area, one into the Regional Health & Safety program and one into the Purchasing area. Three of the four assignments took place within the Ministry. The fourth (into Purchasing) rotated among the Ontario Science Centre, Culture & Recreation & Government services. All the assignments consisted of on-the-job training.

Noon hour programs were held from October to April with separate noon hour programs held at the Laboratory Service Branch. Both programs were sponsored by the Women's Advisory Committee.

The Women's Advisory Committee with the Affirmative Action Program Manager published a newsletter.

MINISTRY OF: GOVERNMENT SERVICES CHAPTER 16

Total Number of Employees in the Ministry: 2825

Women's Share of Ministry Employment: 32.5% (917)

Women's Share of Female OPS Employment: 3.2%

Salary Distribution

Women's average salary	1980/81:	$14,551.
	1981/82:	$17,055.
	An increase of	17.2%
Men's average salary	1980/81:	$20,833.
	1981/82:	$22,644.
	An increase of	8.7%

Women's average salary was 75.3% of men's in 1981/82 (compared to 69.8% in 1980/81), for a decrease in the wage gap of 5.5%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF:	3
- Other ACDs:	56
- Total number of initiatives undertaken by Ministry women:	59
- % of Ministry women this represents:	6.4%

Inventories

The Ministry of Government Services Affirmative Action Program maintains an inventory of senior women (earning $25,000.00 per annum and over), who convene at afternoon meetings several times a year. Some of these are also attended by the Deputy Minister. These meetings assist women to clarify their career objectives and goals and increase the number of women interested in Senior Management positions.

M.G.S. A.A.P. also maintains an inventory of employees seeking career progression. Through career counselling interviews and completion of a career development questionnaire, the employee's career goal is identified and, where applicable, assistance is provided (educational, job rotation). This Program has an excellent success rate, enabling women to compete successfully for positions in line with their career goal.

Allocation of Resources: Direct: $142,100 Indirect: $ --

Staff Training and Development

- Number of participants:	# of Men	: 576
	# of Women	: 448
- Females as a % of total participants:		43.8%
- Female participants as a % of Ministry females:		48.9%

Expenditures for women's training in 1981/82 exceeded their representation in the Ministry by 3.8% and increased significantly over last year's expenditures

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	47	18.5	26(6)	319	47	85	9	82	9	5(2)	19.2
Clerical	26	74.3	1	2	1	1	1	1	1	1	0.0
Operational	12	9.6	21	267	6	87	3	86	3	1	4.8
Professional	10	13.5	8	109	0	45	0	44	0	0	0.0
Technical	1	7.7	1	24	5	4	1	4	1	0	0.0
CATEGORY											
Administrative Services	70	25.0	62	640	147	199	47	196	45	16	25.8
Clerical Services	280	74.1	--	--	--	--	--	--	--	--	--
General Operational Serv.	114	29.8	18	589	23	70	9	70	9	3	16.7
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	6	0.9	54	779	10	206	3	201	2	1	1.9
Office Services	314	76.4	16	88	31	53	10	51	10	3	18.8
Scientific and Professional Services	21	65.6	1	28	9	4	0	4	0	0	0.0
Technical Services	16	8.9	30	497	97	122	23	113	20	5	16.7
TOTALS	917	32.5	238(6)	3342	376	876	106	852	100	35(2)	14.7

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

by 64.8%. As in 1980/81, M.G.S. women took more courses of a Technical/ Professional nature than in any other category, and this year's expenditure in that area is more than double that of 1980/81, representing 50.9% of the dollars spent for women's development. Women received 36.3% of the total educational assistance expenditure, and 55% of the paid leave granted to all M.G.S. employees, both of which exceed their share of Ministry employment (32.5%).

Regional Delivery

The Ministry has a network of A.A. Representatives in both regional and head offices.

The A.A.P. provides information to all employees via the newsletter, Equilibrium. Career development and related information seminars are held in regional offices on a regular basis providing the opportunity for information exchange and individual career counselling as well as delivery of sessions on skills analysis, interview skills, resume techniques, goal setting and decision making.

Highlights of Ministry Affirmative Action Program

Senior Management continued their support of the Affirmative Action Program by promotion, career development opportunities and by establishing a full-time position for the Affirmative Action Program Manager. The Deputy Minister met 90 women to discuss career objectives.

The Ministry's apprenticeship program is now fully implemented and is assisting 3 women to qualify for under-represented trades positions. The Ministry's own Incentive Fund was raised to $40,000.00 to enable 9 women to gain career-related job experience and ultimately their career goal. The various Affirmative Action Career Development initiatives are specifically designed to qualify women for positions in under-represented classes.

Significant breakthroughs occurred in the following areas: Skills and Trade Group of the Operational Module (OST-17); Manager of Construction as well as in the General Operational and Maintenance Services categories, as Agricultural Worker 3 and Telephone Installer 3 respectively. In addition, 35 women were hired in other under-represented classes.

Activities carried out by the Affirmative Action Program included consultations and information sessions with Managers for the development and implementation of Affirmative Action initiatives, as well as presentation of skill learning sessions and career counselling.

MINISTRY OF: HEALTH CHAPTER 17

Total Number of Employees in the Ministry: 11,046

Women's Share of Ministry Employment: 64.5% (7,122)

Women's Share of Female OPS Employment: 24.9%

Salary Distribution

Women's average salary 1980/81: $16,406
1981/82: $17,901
An increase of 9.1%

Men's average salary 1980/81: $19,709
1981/82: $21,067
An increase of 6.9%

Women's average salary was 85.0% of men's in 1981/82 (compared to 83.2% in 1980/81), for a decrease in the wage gap of 1.8%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 6
- Other ACDs: 319
- Total number of initiatives undertaken by Ministry women: 325
- % of Ministry women this represents: 4.6%

Inventories

1. Career Goals

This inventory is comprised of women whose long-term career goals are toward non-traditional jobs or those jobs in which women are under-represented. Inclusion is voluntary. Forms request information on current position, types of responsibilities desired in 3 - 5 years, and the skills and knowledge required to achieve these goals. The inventory is updated annually.

2. Senior Women

This inventory is in two sections: those women in the Ministry who earn $30,000 and over, and those earning between $24,000 and $29,999 It is accessed by the Affirmative Action Program Manager, occasionally on behalf of Senior Management, for possible candidates for developmental and promotional opportunities. The inventory is maintained by name, classification, position title, and work location and is updated annually.

Allocation of Resources: Direct: $238,911 Indirect: $ --

Staff Training and Development

- Number of participants: # of Men : 5,662
  # of Women : 10,173
- Females as a % of total participants: 64.2%
- Female participants as a % of Ministry females: 142.8%

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	150	32.3	68(14)	1479	444	616	152	216	50	24(8)	35.3
Clerical	54	76.1	5(3)	9	26	4	16	2	8	2(1)	40.0
Operational	85	35.4	11	153	9	71	3	50	2	1	9.1
Professional	231	43.5	25(6)	117	52	75	37	41	14	8(2)	32.0
Technical	20	38.5	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	80	35.6	9	237	116	194	109	35	15	3	33.3
Clerical Services	1676	88.6	--	--	--	--	--	--	--	--	--
General Operational Serv.	868	57.6	18	369	46	203	37	43	12	2	11.1
Institutional Care/ Correctional Services	1164	50.9	56	137	29	105	13	103	13	12	21.4
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	24	4.7	31	462	12	216	3	106	2	1	3.2
Office Services	1064	98.3	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	1434	80.8	10	43	17	24	12	16	8	3	30.0
Technical Services	272	66.0	--	--	--	--	--	--	--	--	--
TOTALS	7122	64.5	233(23)	3006	751	1508	382	612	124	56(11)	24.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

During 1981/82, as part of the identification and development of women's career potential, the Affirmative Action Program organized and underwrote a 3-day workshop on management skills for women. In addition, 57 workshops and skill sessions were delivered by the Affirmative Action Program staff to 805 women in the Ministry of Health, including skill sessions on resume writing, interview techniques, assertiveness, self-assessment and skills identification. Career counselling was provided as an integral part of these sessions.

Regional Delivery

Great emphasis is placed on regional delivery since the majority of female staff in the Ministry of Health are located outside Toronto. 60 Representatives, who provide a base of support for the Affirmative Action Program at the local level, are a key to regional program delivery. These women serve as liaison between the Affirmative Action Program staff and their own branches/offices, and between managers and women in their areas.

Highlights of Ministry Affirmative Action Program

Six assignments were made possible by the Affirmative Action Incentive Fund; notable among them was one in maintenance repair work. There were a number of assignments in the feeder groups to management.

The 'Update' newsletter recommenced publication with a 'new look'. Items included information on the Affirmative Action Incentive Fund and partipants, manager-initiated Affirmative Action Program initiatives, "Women on the Move", and a review of a book on women's issues.

Several informal senior women networks have emerged this year.

The Affirmative Action Program staff organized and presented a two-day training session in Toronto for 27 newly-appointed Affirmative Action Program Representatives.

A three-day Conference in Toronto, organized and presented by Affirmative Action Program staff, was attended by 53 Representatives from across the province. The agenda included guest speakers on "Affirmative Action in Business and Industry". Three Representatives gave presentations on special initiatives they had developed for their local programs. These included a Local Career Inventory, a Career Counselling and Assessment Program, and an 'on-site' Business Administration Program with Ryerson Polytechnical Institute.

Breakthroughs were made in the Ministry when women were appointed in the following classification levels for the first time: General Administration AM-22; Personnel Administration AM-21; Purchasing & Supply AM-16; Institutional Care OM-15; Construction Inspector; Agricultural Worker 1; and Operator 2 Offset Equipment.

Significant progress was made toward the accomplishment of the aim of the Program when 22 women moved into targetted (priority and additional) classifications as follows: General Administration AM-18; General Administration AM-19; Medical PM-22; Medical PM-23; Personnel Administration AM-17; Clerical Services CM-13; Social Work Supervisor 3; Systems Officer 1; Ambulance Officer 2; and Psychometrist 2 (Masters).

In addition to the above mentioned progress, the Ministry has met the 30% objective in the following classifications during 1981/82:
Institutional Management AM-22; Personnel Administration AM-21; Purchasing & Supply AM-16; General Operational OM-12; and Hospital Attendant 1.

MINISTRY OF: INDUSTRY AND TOURISM
(Including Ontario Development Corporation and Ontario Place Corporation)

CHAPTER 18

Total Number of Employees in the Ministry: 655

Women's Share of Ministry Employment: 41.1% (269)

Women's Share of Female OPS Employment: 0.9%

Salary Distribution

Women's average salary
1980/81: $16,570
1981/82: $19,083
An increase of 13.2%

Men's average salary
1980/81: $29,402
1981/82: $32,354
An increase of 10.0%

Women's average salary was 59.0% of men's in 1981/82 (compared to 56.4% in 1980/81), for a decrease in the wage gap of 2.6%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 2
- Other ACDs: 26
- Total number of initiatives undertaken by Ministry women: 28

- % of Ministry women this represents: 10.4%

Allocation of Resources: Direct: $40,656 Indirect: $ --

Staff Training and Development

- Number of participants: # of Men : 302
  # of Women : 173

- Females as a % of total participants: 36.4%
- Female participants as a % of Ministry females: 64.3%

Women went on 36.4% of all courses supported by the Ministry and received 32.6% of the training dollar. Of all participants in Managerial-type courses, 88.9% were women. Of all the women who went on courses in 1981/82, 41.6% of the women were in the Office Services category.

Highlights of Ministry Affirmative Action Program

Career Development Program

The Manager, Affirmative Action Program, developed and introduced a Career Development Questionnaire to be used as a base for an Inventory of women employees' career goals. This was done through Information Sessions held across the Ministry.

The hiring freeze resulting from constraints provided an increased number of career development opportunities for women; 27 women received career development assignments, or 10.0% of all women employees. Many of these moves provided experience that could lead the individual into managerial positions and some were specifically oriented towards industrial development officer positions.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	30	27.3	12(4)	108	3	25	1	29	1	3(3)	25.0
Clerical	11	84.6	--	--	--	--	--	--	--	--	--
Operational	0	0.0	2(1)	3	0	2	0	3	0	0(0)	0.0
Professional	4	36.4	5	201	41	10	7	16	9	3	60.0
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	42	16.2	6	334	159	84	25	45	16	2	33.3
Clerical Services	59	80.8	--	--	--	--	--	--	--	--	--
General Operational Serv.	5	33.3	2	89	6	6	2	7	2	2	100.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	2	4.5	7	69	0	17	0	17	0	0	0.0
Office Services	113	100.0	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	0	0.0	--	--	--	--	--	--	--	--	--
Technical Services	3	50.0	--	--	--	--	--	--	--	--	--
TOTALS	269	41.1	34(5)	804	209	144	35	117	28	10(3)	29.4

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Highlights of Ministry Affirmative Action Program (cont'd)

Research

A special project was completed on researching alternative proposals to increase results in the Affirmative Action Program. Information was gathered from programs in other jurisdictions and senior managers and directors were requested to provide input into this project. A series of possible initiatives, or Action Plan, was developed and presented to Management Committee for consideration on implementation in 1982/83. Some initiatives considered included increasing developmental opportunities into the industrial development officer classification, management participation and accountability and training and development.

MINISTRY OF: INTERGOVERNMENTAL AFFAIRS CHAPTER 19

Total Number of Employees in the Ministry: 44

Women's Share of Ministry Employment: 75.0% (33)

Women's Share of Female OPS Employment: 0.1%

Salary Distribution

Women's average salary	1980/81:	$19,443.
	1981/82:	$24,332.
	An increase of 25.1%	
Men's average salary	1980/81:	$29,184.
	1981/82:	$37,493.
	An increase of 28.5%	

Women's average salary was 64.9% of men's in 1981/82 (compared to 66.6% in 1980/81), for an increase in the wage gap of 1.7%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 0
- Other ACDs: 4
- Total number of initiatives undertaken by Ministry women: 4
- % of Ministry women this represents: 12.1%

Inventories

All Ministry women are on the Career Development Inventory.

The information comprises: name, classification, branch, length of service, current salary, education (if requirement of job), career goals, and area(s) of employment interest.

Specific skills, and manager's assessment of promotability and viability of goals are added for senior women as part of the appraisal process.

Staff may up-date career goals or area of interest on request.

A separate inventory on "Potential Secondments" has been initiated, and will be expanded as opportunity allows.

It contains a list of women who would like specific experience in other ministries for a short period of time, in order to develop specific skills; women at comparable levels in other OPS ministries who would welcome a secondment to the Ministry of Intergovernmental Affairs for a specified period, in order to gain the type of experience available here.

Allocation of Resources: Direct: $8,252. Indirect: $ -

Staff Training and Development

- Number of participants: # of Men 25
  # of Women: 33
- Females as a % of total participants: 56.9%
- Female participants as a % of Ministry females: 100%

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	6	60.0	7** (2)	24	5	15	3	17	3	2** (0)	28.6
Clerical	3	100.0	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	8	57.1	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	3	100.0	6**	346	120	34	10	32	10	3**	50.0
Clerical Services	1	100.0	--	--	--	--	--	--	--	--	--
General Operational Serv.	--	--	--	--	--	--	--	--	--	--	--
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--
Office Services	12	100.0	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	--	--	--	--	--	--	--	--	--	--	--
Technical Services	--	--	--	--	--	--	--	--	--	--	--
TOTALS	33	75.0	13** (2)	370	125	49	13	49	13	5** (0)	38.5

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"
(**) These 13 vacancies / competitions (5 women hired) were for positions in classes that were transferred to the Ministry of Municipal Affairs and Housing in July, 1981 when these ministries re-organized.

Staff Training and Development (cont'd)

Note: Staff Training and Development Report also includes the Municipal Affairs division for the first three months of the fiscal year.

Of the Staff Development Courses taken by MIA staff, women took 56.9%. Of these, 6.1% took Managerial/Supervisory Courses; 78.8% (26) took Technical/Professional Courses; 15.2% (5) took Interpersonal/Personal Courses. Average cost per female participant was $334.24. 43.1% of Staff Development Course participation was MIA men. Of these, 8% (2 men) took Managerial/Supervisory Courses; 19 men (76%) took Technical/Professional Courses; 4 men (16%) took Interpersonal/Personal Courses. Average cost per male participant was $503.43.

Highlights of Ministry Affirmative Action Program

Executive Appointments

The Ministry of Intergovernmental Affairs appointed Adrienne Clarkson Agent General to the overseas office in Paris. Her responsibilities extend to Italy, Spain, and Portugal, as well as France. This is a 3 year contract appointment (equivalent level, ECP-3).

Ontario Government Promotions

Two women (Janet Bax and Joy Gordon) won (PM-19 level) competitions for the staffing of overseas offices in Brussels and Paris.

One woman (Fern Miller) moved to the PM-19 level in the Economic Development Branch, Treasury and Economics, from a PM-17 level in MIA.

External

Karen Junke, on a promotional move to the federal government, moved to the Department of Energy, Mines and Resources, from Federal-Provincial Relations Branch.

Hazel Farley moved from Hospitality Services Officer, Office of Protocol, to Protocol Officer, City of Toronto.

Ministry

Three women were promoted, as part of their career plan, by waiver of competition.

Two new positions in the bargaining unit were created, offering career pathing possibilities. One is in the Financial Officer 1 B/U category, a new category for this Ministry. Both competitions were won by women.

Highlights of Ministry Affirmative Action Program (cont'd)

Ministry (cont'd)

One woman, from the Ministry of Education, is on secondment to this Ministry to obtain specific experience in the Office of Protocol, as part of her career plan. Her salary is being paid by the Ministry of Intergovernmental Affairs.

A three-day writing strategies course, In-House, was arranged for MIA support staff women, and attended by 16. Seven women took a microcomputer course totally sponsored by the Ministry. In addition to these initiatives, MIA women attended the Office of the Future Conference at Harbour Castle (two women), and attended Ryerson's Women's Week special days (six women). Other activities, such as City of Toronto open sessions on AAP were also attended.

Ad Hoc Group of Small Ministries

The Affirmative Action Program Manager of Intergovernmental Affairs joined with the Affirmative Action Program Managers of the Civil Service Commission, Management Board Secretariat, and the Ministries of Energy and Northern Affairs to form a core group to explore and address the problems specific to small ministries, and to identify and act on expressed needs. As a start, luncheon meetings were arranged with OPS resources speaking to the concerns of senior women. Northern Affairs hosted the first luncheon; others will be arranged at approximately three month intervals. Joint seminars and workshops for staff are also projected.

MINISTRY OF: LABOUR CHAPTER 20

Total Number of Employees in the Ministry: 1394

Women's Share of Ministry Employment: 45.8% (639)

Women's Share of Female OPS Employment: 2.2%

Salary Distribution

Women's average salary	1980/81:	$17,466
	1981/82:	$19,284
	An increase of 10.4%	
Men's average salary	1980/81:	$26,208.
	1981/82:	$28,080.
	An increase of 7.1%	

Women's average salary was 68.7% of men's in 1931/82 (compared to 66.6% in 1980/81), for a decrease in the wage gap of 2.1%

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 2
- Other ACDs: 42
- Total number of initiatives undertaken by Ministry women: 44

- % of Ministry women this represents: 6.9%

Inventories

An inventory of all women employees is maintained showing classification level, branch, government employment history and highest level of education attained.

Allocation of Resources: Direct: $67,289. Indirect: $8,500.

Staff Training and Development

- Number of participants: # of Men : 782
  # of Women : 932
- Females as a % of total participants : 54.4%
- Female participants as a % of Ministry females: 145.9 %

In 1981/82, women's representation in the Ministry was 45.8% compared to their participation in staff training and development which was 54.4%. Since the number of women taking courses exceeded their number in the Ministry, many women took more than one course. Women's share of the training dollar was 40.8%. In 1980/81 women's participation in courses was 57.8% and their share of the training dollar was 41.3%.

In Managerial/Supervisory courses, women comprised 44.5% and in Technical/ Professional courses, 53.5% of the participants. This compares with 56% and 41.6% last year in the same areas.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	71	40.8	13(3)	279	59	82	18	77	16	1(1)	7.7
Clerical	13	81.3	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	18	14.4	9(2)	69	3	31	2	31	2	1(0)	11.1
Technical	2	4.2	5	29	2	25	2	25	2	0	0.0
CATEGORY											
Administrative Services	61	36.7	5	140	22	31	9	30	6	2	40.0
Clerical Services	153	86.9	2	4	0	3	0	3	0	0	0.0
General Operational Serv.	0	0.0	3	16	0	11	0	11	0	0	0.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	29	11.1	23	740	76	97	13	97	13	1	4.3
Office Services	232	96.7	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	30	37.5	1	6	1	2	1	2	1	0	0.0
Technical Services	30	30.6	2	77	26	20	4	13	3	1	50.0
TOTALS	639	45.8	63(5)	1360	189	302	49	289	43	6(1)	9.5

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Staff Training and Development (cont'd)

There were a number of in-house courses developed for women, e.g., "The Nuts and Bolts of Managing in Government." These tend to be less expensive per capita since no travel expenses are involved.

Regional Delivery

The Affirmative Action Program Manager visits the regions annually to receive input from regional staff and discuss career development individually. Regional women are encouraged to attend both local and Toronto workshops for which the Program Manager pays the bills.

Highlights of Ministry Affirmative Action Program

Three five-day workshops, "The Nuts and Bolts of Managing in Government," were presented to the Ministry's women. These workshops gave them an overview of government management processes, such as management by results, financial management and human resources management. A publication was produced based on the information presented in the workshop.

Seven two-day workshops, "Preparing to Meet the Office of the Future," were presented to give women hands-on experience with micro-computers, an overview of their application in the office and future career paths that may be created by the new technology.

Five booklets were prepared describing administrative, field officer, professional, specialist and technical careers in the Ministry of Labour.

MINISTRY: MANAGEMENT BOARD SECRETARIAT CHAPTER 21

Total Number of Employees in the Ministry: 51

Women's Share of Ministry Employment: 47.1% (24)

Women's Share of Female OPS Employment: 0.1%

Salary Distribution

Women's average salary 1980/81: $26,492
1981/82: $30,562
An increase of 15.4%

Men's average salary 1980/81: $40,567
1981/82: $44,097
An increase of 8.7%

Women's average salary was 69.3% of men's in 1981/82 (compared to 65.3% in 1980/81), for a decrease in the wage gap of 4.0%

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 1
- Other ACDs: 10
- Total number of initiatives undertaken by Ministry women: 11

- % of Ministry women this represents: 45.8%

Inventories

A Career Development Inventory is completed by every employee annually and reviewed by managers to assist in career planning for all Secretariat employees. The inventory includes the employee's summary of short term and long term career goals, existing experience, experience and skills desired to be gained through on-the-job training, and an action plan to facilitate the accumulation of this experience.

In 1981/82, an inventory was prepared of senior women across government who are qualified and able to assume part time developmental experiences at the Secretariat. This resulted in 2 women assuming part time secondments.

Allocation of Resources: Direct: $7070. Indirect: $ --

Staff Training and Development

- Number of participants: # of Men : 54
  # of Women : 44
- Females as a % of total participants: 44.9%
- Female participants as a % of Ministry females: 183.3%

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	14	34.1	5(2)	91	27	23	8	14	6	1(1)	20.0
Clerical	2	100.0	--	--	--	--	--	--	--	--	--
Operational	--	--	--	--	--	--	--	--	--	--	--
Professional	--	--	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	--	--	--	--	--	--	--	--	--	--	--
Clerical Services	1	100.0	--	--	--	--	--	--	--	--	--
General Operational Serv.	--	--	--	--	--	--	--	--	--	--	--
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--
Office Services	7	100.0	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	--	--	--	--	--	--	--	--	--	--	--
Technical Services	--	--	--	--	--	--	--	--	--	--	--
TOTALS	24	47.1	5(2)	91	27	23	8	14	6	1(1)	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Staff Training and Development (cont'd)

Female participation in Managerial/Supervisory courses increased from 12 person days in 1980/81 to 52 person days in 1981/82.

Female participation in Interpersonal/Personal courses increased from 5 person days in 1980/81 to 49 person days in 1981/82.

Female participation in Secretarial/Clerical courses increased from 7 person days in 1980/81 to 15 person days in 1981/82.

For all types of courses, the participation significantly increased from 29 females taking 94 person days of courses in 1980/81 to 44 females taking 139 person days of courses in 1981/82. (Note: this is higher than the total number of females employed because some females took more than one course)

Highlights of Ministry Affirmative Action Program

Forty-six percent of the females at Management Board Secretariat received Accelerated Career Development opportunities through 11 initiatives. One of these successfully prepared a female to assume a priority formula target position. She is the only female at the Management Board Co-ordinator level in one division.

In addition, the Secretariat provided 14 full-time and 2 part-time secondment opportunities to females from other ministries to enable them to gain broader skills and experience. Four of the full-time secondments resulted in the females eventually becoming permanent, classified staff of the Secretariat at the Management Board Officer level.

MINISTRY OF: MUNICIPAL AFFAIRS AND HOUSING CHAPTER 22

Total Number of Employees in the Ministry: 1152

Women's Share of Ministry Employment: 53.0% (610)

Women's Share of Female OPS Employment: 2.1%

Salary Distribution

Women's average salary 1980/81: $17,301.
1981/82: $19,700.
An increase of 13.9%

Men's average salary 1980/81: $27,981.
1981/82: $30,734.
An increase of 9.8%

Women's average salary was 64.1% of men's in 1981/82 (compared to 61.8% in 1980/81), for a decrease in the wage gap of 2.3%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF:	3
- Other ACDs:	97
- Total number of initiatives undertaken by Ministry women:	100
- % of Ministry women this represents:	16.4%

Inventories

The Human Resources Branch has a computerized inventory of Ministry staff indicating career goals, educational background and developmental needs. This is accessed by the Affirmative Action Program. Additionally, the Program maintains an inventory based on Career Development Guides.

Allocation of Resources: Direct: $100,300 Indirect: $ -

Staff Training and Development

- Number of participants:	# of Men :	1743
	# of Women :	1837
- Females as a % of total participants :		51.3%
- Female participants as a % of Ministry females :		301.%

Courses offered through the Ministry's in-house Staff Training and Development Section were attended by slightly fewer women than men (49.6% of participants were women). In Civil Service Commission courses, attendance was 54.7% female. In both Ministry and Civil Service Commission courses the majority of men (49%) attended Managerial/Supervisory courses while the majority of women (60.6%) attended Secretarial/Clerical courses and Interpersonal Skills courses. No data is available on the occupational groups of participants attending these courses.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	63	29.7	4	33	6	18	3	16	4	2	50.0
Clerical	11	91.7	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	23	21.7	4	180	31	25	11	12	9	1	25.0
Technical	1	25.0	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	50	35.0	9	117	31	28	12	35	10	3	33.3
Clerical Services	200	80.0	3	121	46	39	12	8	2	2	66.7
General Operational Serv.	1	33.3	--	--	--	--	--	--	--	--	--
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	1	2.1	3	34	0	26	0	10	0	0	0.0
Office Services	223	96.5	3	85	39	6	2	6	0	0	0.0
Scientific and Professional Services	31	30.1	10	247	103	67	25	30	15	8	80.0
Technical Services	6	27.3	1	30	4	4	0	6	2	0	0.0
TOTALS	610	53.0	37	847	260	213	65	123	42	16	43.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Staff Training and Development (cont'd)

More women than men participated in external courses offered by universities, colleges and professional associations. 63.7% of participants who took advantage of these courses and received tuition assistance were women. Also, of all the external courses women have taken, there is a higher percentage of Managerial and Professional/Technical courses (87.2%) than in-house courses.

Regional Delivery

Meetings with women staff were held in each region of the Province. These meetings, combined with regional meetings of the Advisory Committee, have provided a greater awareness of the Program for both housing authority and Ministry employees.

Highlights of Ministry Affirmative Action Program

The Affirmative Action Program has continued the integration of targets and results into the MBR system within the Ministry. Managers are actively involved in the planning and implementation of career development for their female staff. Overall Ministry plans and results are reported to senior management on a semi-annual basis.

The Women's Advisory Committee has been expanded to reflect a more active involvement by the larger housing authorities. The committee of 90 women met twice: in April, and in January. Regional meetings were held in Sudbury, Ottawa, London and Toronto. The Toronto region meetings were planned, organized and run by the Central Core Committee, a volunteer group of committee representatives. The Publications Committee, also a volunteer group, wrote and published three issues of our newsletter.

A task force of housing authority managers has been formed to review and prepare recommendations on the Affirmative Action Program's Guidelines for the housing authorities. These recommendations will be finalized in 1982/83.

Ministry policy and procedures on sexual harassment are being prepared and will be finalized in 82/83.

MINISTRY OF: NATURAL RESOURCES CHAPTER 23

Total Number of Employees in the Ministry: 4302

Women's Share of Ministry Employment: 22.7% (975)

Women's Share of Female OPS Employment: 3.4%

Salary Distribution

Women's average salary 1980/81: $14,547
1981/82: $16,617
An increase of 14.2%

Men's average salary 1980/81: $22,722
1981/82: $24,584
An increase of 8.2%

Women's average salary was 67.6% of men's in 1981/82 (compared to 64.0% in 1980/81), for a decrease in the wage gap of 3.6%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 2
- Other ACDs: 68
- Total Number of initiatives undertaken by Ministry women: 70
- % of Ministry women this represents: 7.2%

Inventories

An inventory of Senior Women continues to be updated annually. This list indicates salary range and classification level.

A pilot Human Resources Planning System has been tested by Personnel Services Branch in one of the Ministry's eight geographic regions. When implemented Ministry-wide, the system will provide an extensive data base of employee information as well as a valuable tool for career planning.

Allocation of Resources: Direct: $129,800. Indirect: $2,900.

Staff Training and Development

- Number of participants: # of Men : 4337
  # of Women : 1129
- Females as a % of total participants: 20.7%
- Female participants as a % of Ministry females: 115.8%

Women's participation in staff training and development courses rose to approximately 21% in 1981/82 compared to 18% in 1980/81. This is a significant increase which brought the participation rate of women much closer to their actual proportion within the Ministry as a whole (22.7%). The increase largely represented a dramatic improvement in the proportion of women's enrollment in Managerial/Supervisory courses from approximately 7% in 1980/81 to approximately 13% in 1981/82 (an actual increase of 76 participants).

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	32	13.4	30(13)	350	74	149	23	75	14	2(1)	6.7
Clerical	12	85.7	1(1)	--	--	--	--	--	--	1(1)	100.0
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	5	1.8	34(9)	316	31	131	7	92	6	0(0)	0.0
Technical	4	0.8	50(10)	549	16	338	6	166	4	3(0)	6.0
CATEGORY											
Administrative Services	14	18.9	4	97	118	49	71	3	14	4	100.0
Clerical Services	418	79.5	--	--	--	--	--	--	--	--	--
General Operational Serv.	8	8.9	8	408	38	64	4	41	4	2	25.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	4	1.3	8	133	2	44	1	32	1	1	12.5
Office Services	387	99.0	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	37	8.2	117	2764	248	1349	93	493	37	11	9.4
Technical Services	54	3.9	--	--	--	--	--	--	--	--	--
TOTALS	975	22.7	252(33)	4617	527	2124	205	902	80	24(2)	9.5

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Regional Delivery

Managers were responsible for various aspects of Regional Program delivery including communicating basic program information, conducting career discussions with female employees and providing follow-up in the form of training and development, and ensuring non-discriminatory treatment of women in all aspects of employment. On an individual basis many managers established new Affirmative Action initiatives in their own areas.

In addition, Natural Resources had an extensive and active two-tiered network of approximately 70 Affirmative Action Representatives who acted as a liaison between their Regions/Groups, Districts/Branches and the Affirmative Action Program Office. Regional/Group Representatives held committee meetings and provided some orientation and assistance to District/Branch Representatives in their area. As well, Affirmative Action Newsletter submissions were prepared by Regional/Group Representatives. Unit Representatives carried out the functions of information exchange and local programming of special events such as courses, workshops, presentations, field trips and discussion meetings.

The Affirmative Action Program Office had overall responsibility for co-ordinating the field delivery of all Program activities. In addition the Program Office was the co-ordinating body in the Ministry for Regional Delivery Workshops and for communicating information regarding Interministerial Committees which Ministry employees served on in various municipalities.

Highlights of Ministry Affirmative Action Program

The Ministry's Affirmative Action priorities continued to place importance on moving women into entry and middle-level management positions and into the technical and professional specialties. To this end, Hire/Promotion Targets were set in related classifications and 82.4% of these Targets were achieved. Also, developmental assignments were provided to 70 women which is 7.2% of classified female employees -- this figure was far in excess of Management Board requirements. All initiatives were fully funded within the Ministry of Natural Resources. During 1981/82 the responsibility for implementing both of these activities was turned over to senior managers.

During the year the wage gap narrowed by 3.6%;women's average salary was 67.6% of men's average salary. The occupational distribution of women continued to diversify: the total number of women located in the 9 under-represented modules and categories rose from 15.7% in 1980/81 to 16.2% in 1981/82.

Activities of the Affirmative Action Program Office included the following: identifying and resolving systemic and individual problems, monitoring developmental assignments and over 300 job competitions, providing some funding for and performing operational audits on Regional activities, co-ordinating the attendance of 80 Ministry women at Regional Delivery Workshops, preparing and circulating reports on: the implementation of Word Processing in the Ministry, a comparative study of Accelerated Career Development (A.C.D.) in the Ontario Public Service, and an A.C.D. Technical Assistance Package for managers.

Highlights of Ministry Affirmative Action Program (cont'd)

Affirmative Action Representatives continued to be a source of program information to managers and the women they represented. Activities included: 30 meetings of area Representatives to plan activities and discuss concerns, 96 meetings for local staff which featured presentations on Program information, guest speakers, films, etc., 24 workshops/courses arranged for a total of 534 women. Additional activities of Representatives in conjunction with local management were: submitting material for 4 issues of the Affirmative Action Newsletter, field trips for women employees, the preparation of resource packages for female employees and the preparation of brochures and a poster for Secondary School students on careers in M.N.R.

Women increased their proportion in the Junior Ranger summer student program to 44.0%. Female summer students and graduates were well represented in the seasonal unclassified staff as well.

In keeping with the government-wide policy of limiting the use of 'credentialism' in job competitions, the Ministry approved a definition of required knowledge and skills for Resource Technician and Resource Technician Senior class levels that did not require graduation from an approved technical course. Also during 1981/82 the Ministry achieved a number of important 'first-evers' including the first female: Assistant Deputy Minister of Administration, Acting Director of the Office of Management Planning & Analysis, Supervisor of Manpower, District Manager, Mineral Resources Supervisor, Engineering Services Technician and Darkroom Foreman.

MINISTRY OF: NORTHERN AFFAIRS CHAPTER 24

Total Number of Employees in the Ministry: 152

Women's Share of Ministry Employment: 49.3% (75)

Women's Share of Female OPS Employment: 0.3%

Salary Distribution

Women's average salary	1980/81:	$16,296
	1981/82:	$18,864
	An increase of	15.8%
Men's average salary	1980/81:	$28.948
	1981/82:	$31,345
	An increase of	8.3%

Women's average salary was 60.2% of men's in 1981/82 (compared to 56.3% in 1980/81), for a decrease in the wage gap of 3.9%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 0
- Other ACDs: 6
- Total number of initiatives undertaken by Ministry women: 6

- % of Ministry women this represents: 8.0%

Inventories

A Career Data Inventory form was initiated by the Affirmative Action Office for the purpose of identifying female staff who wished to pursue career development. All female staff are eligible to be included in the inventory.

Allocation of Resources: Direct: $22,831 Indirect: $ --

Staff Training and Development

- Number of partipants: # of Men : 31
  # of Women : 46

- Females as a % of total participants: 59.7%
- Female participants as a % of Ministry females: 61.3%

Women's participation in staff training and development was 59.7% -- an increase of 4.1% from last year. This figure is also considerably larger than their share of ministry employment, which was 49.3%. Women's share of dollars allocated for training was 54.1%.

Of the women who participated in courses, there were 13% in Managerial/Supervisory courses and 72% in Interpersonal/Personal courses. Fifteen per cent were enrolled in Technical/Professional courses -- a phenomenal increase considering that no one took Technical/Professional courses in 1980/81.

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	4	40.0	--	--	--	--	--	--	--	--	--
Clerical	4	100.0	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	2	15.4	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	8	18.2	3	224	111	91	43	14	9	1	33.3
Clerical Services	32	94.1	--	--	--	--	--	--	--	--	--
General Operational Serv.	--	--	--	--	--	--	--	--	--	--	--
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--
Office Services	22	100.0	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	3	12.5	2	84	6	19	1	7	0	0	0.0
Technical Services	--	--	--	--	--	--	--	--	--	--	--
TOTALS	75	49.3	5	308	117	110	44	21	9	1	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Regional Delivery

The Regional women were invited to participate in the career development workshops sponsored by the Regional Delivery Task Force, Affirmative Action Council. In Sudbury, Sault Ste. Marie and Thunder Bay, the women were encouraged to participate in the Interministerial Committees.

Several staff members participated in the Communications Workshops sponsored by the Interministerial Committees in Thunder Bay and Sault Ste. Marie.

Highlights of Ministry Affirmative Action Program

The Ministry of Northern Affairs had a successful year (81/82) in human resources management. With a highly regionalized ministry, including 29 two-person offices, it is remarkable that eight per cent of the women (6) benefitted from accelerated career development. This represents almost twice the career development initiatives undertaken service-wide (4.8%). These figures as well as a 59.7% participation rate for females in the areas of training and development, have shown a commitment by the women to further their careers. These initiatives would not have been possible without the support of the management, since for most training courses, the managers must incur the costs for travel and accommodation.

With little opportunity for M.N.A. Regional Affirmative Action meetings, the Affirmative Action Coordinator focussed her efforts in the areas of leadership development and program policies and planning for small ministries.

To assist Regional women in developing their leadership and effective meeting skills, the Affirmative Action Coordinator was the resource person for the Thunder Bay Interministerial Affirmative Action Committee on behalf of the Regional Delivery Task Force, Affirmative Action Council. In this role, she provided assistance in program planning and facilitated a two-day Communications Workshop for twenty-five interministerial participants.

In an effort to provide the management and women in small ministries with more relevant policies and programming, several Affirmative Action Co-ordinators founded a Small Ministries Ad Hoc Committee. Our Coordinator was one of the founding members.

As a result of discussions on ways to provide programs for senior management women, a luncheon series was initiated. The Ministry of Northern Affairs hosted the first Interministerial Small Ministries luncheon. Seventy-three participants representing nine ministries and central agencies attended. The Luncheon Speaker provided information necessary for the senior women's career development and the women had the opportunity to meet professional women from other ministries.

This year, there were two significant career progressions for women: A Senior Policy Analyst became the first woman to hold the position of Executive Assistant to the Deputy Minister; and a Manager, Strategic Planning Secretariat was promoted to a Director, Financial Planning and Corporate Analysis, in a larger ministry.

MINISTRY OF: REVENUE CHAPTER 25

Total Number of Employees in the Ministry: 3,677

Women's Share of Ministry Employment: 39.9% (1,467)

Women's Share of Female OPS Employment: 5.1%

Salary Distribution

Women's average salary
1980/81: $ 14,843
1981/82: $ 16,827
An increase of 13.4%

Men's average salary
1980/81: $ 23,080
1981/82: $ 25,873
An increase of 12.1%

Women's average salary was 65.0% of men's in 1981/82 (compared to 64.3% in 1980/81), for a decrease in the wage gap of 0.7%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 3
- Other ACDs: 48
- Total number of initiatives undertaken by Ministry women: 51
- % of Ministry women this represents: 3.5%

Inventories

In the Ministry of Revenue two inventories of senior women are maintained. The first is an informal inventory of women in the Ministry at level AM-17 and above who have expressed an interest in career advancement.

The second inventory is a detailed skills inventory of women at an annual salary level of $ 20,000.

Inventory of Women in the Tax Auditor and Property Assessor Career Path

An inventory is maintained of those women at all levels of the Tax Auditor and Property Assessor career path (including feeder positions). These women are notified of upcoming vacancies and promotional opportunities in these key under-represented positions and are encouraged to apply to these competitions.

Allocation of Resources: Direct: $64,604. Indirect: $7,587.

Staff Training and Development

- Number of participants: # of Men : 878
  # of Women : 767
- Females as a % of total participants: 46.6%
- Female participants as a % of Ministry females: 52.3%

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	84	14.8	99 (20)	1048	129	475	65	391	63	21 (5)	21.2
Clerical	14	70.0	--	--	--	--	--	--	--	--	--
Operational	--	--	--	--	--	--	--	--	--	--	--
Professional	--	--	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	151	9.7	72 (1)	653	83	505	67	280	55	19 (1)	26.4
Clerical Services	909	80.5	1	45	20	40	18	5	2	0	0.0
General Operational Serv.	0	0.0	1	11	2	9	2	3	1	0	0.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	1	25.0	2	5	0	5	0	5	0	0	0.0
Office Services	290	97.6	1	2	0	2	0	2	0	0	0.0
Scientific and Professional Services	2	100.0	--	--	--	--	--	--	--	--	--
Technical Services	16	16.7	6	31	11	16	10	15	10	4	66.7
TOTALS	1467	39.9	182 (21)	1795	245	1052	162	701	131	44 (6)	24.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

Staff Training and Development cont'd

Women's participation in Staff Training and Development was 46.6% which significantly exceeds their Ministry representation (39.9%).

Women's proportion of Staff Training and Development funds increased slightly.

The Ministry increased its overall spending on Staff Training and Development by 13.9%. The increase for educational assistance for women was 14.2% more than in 1980/81, while the increase for men was 13.7%.

There was a significant increase (61%) in the number of women taking Managerial/Supervisory courses.

The number of Office Services women taking courses in 1981/82 increased by 71.7%. In 1981/82, 25.3% of women taking courses were in the Office Services category while in 1980/81, these women represented only 16.8% of women taking courses.

52.9% of the recipients of the Ministry Career Development fund (Fund for Employee Educational Development) were women. (In 1980/81 only 42% of the recipients were women).

Regional Delivery

The Affirmative Action Program Staff participated in eight government-wide regional delivery days throughout the province as well as holding information sessions for managers and staff in twenty Ministry of Revenue regional offices. The Affirmative Action Program Manager gave presentations on the program to area meetings of Regional Assessment Commissioners and Retail Sales Tax District Managers.

Highlights of Ministry Affirmative Action Program

The hire/promotion targets set by the Ministry were exceeded by 35.2%. In addition 80% of the hire/promotion targets were achieved through internal Ministry promotion. One-third of the women winning competitions in the targetted classifications had received accelerated career development assignments or had benefitted from special bridging processes set up in the Ministry.

Women won 1/3 of all competitions in under-represented classifications.

The Ministry projected 30 planned accelerated career development assignments; in fact 51 took place.

Two significant classifications, Financial Adm. AM-17 and Program Analysis AM-17, were eliminated as under-represented classifications.

As a result of the Revenue Career Advancement Program (RCAP), 10 women bridged from clerical positions to positions in the Tax Auditor and Property Assessment series.

Highlights of Ministry Affirmative Action Program

As a planned career development move, a woman bridged from the Property Assessment Division to become a manager of Province of Ontario Savings Office.

A three day conference for all the Ministry's Affirmative Action representatives was held in Toronto with the attendance of the Minister, Deputy Minister and senior Ministry managers at the opening session. A representatives' manual was developed and bi-monthly meetings of the Affirmative Action Representative Advisory Council were begun.

The Affirmative Action Program Manager presented information sessions on the Affirmative Action Program for senior Ministry managers; participated in the Ministry Career Development Workshops and visited twenty regional offices.

A report on "Career Planning and Development" in the Ministry of Revenue was prepared in conjunction with the Staff Development and Training section. The report detailed the incorporation of Affirmative Action objectives into Ministry career development processes. Information sessions were held with all senior managers to brief them on the Affirmative Action component in the Ministry Career Planning and Development.

An information package on Affirmative Action was prepared for new employees to the Ministry of Revenue.

The Affirmative Action Program staff continued to provide career counselling facilities for Ministry employees and participated in the special training sessions for employees affected by the Ministry move to Oshawa.

The Affirmative Action Program Manager was a member of the Regional Delivery Task Force and the Affirmative Action Program Assistant participated in the Research into Job Opportunities Task Force and Regional Delivery Task Force.

Two women were promoted to Manager, Assessment Services, a senior position in the Property Assessment Division.

MINISTRY OF: THE SOLICITOR GENERAL CHAPTER 26

Total Number of Employees in the Ministry: 5838

Women's Share of Ministry Employment: 15.4% (897)

Women's Share of Female OPS Employment: 3.1%

Salary Distribution

Women's average salary	1980/81:	$14,824.
	1981/82:	$17,030.
	An increase of 14.9%	
Men's average salary	1980/81:	$23,735.
	1981/82:	$28,984.
	An increase of 22.1%	

Women's average salary was 58.8% of men's in 1981/82 (compared to 62.5% in 1980/81), for an increase in the wage gap of 3.7%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 3
- Other ACDs: 15
- Total Number of initiatives undertaken by Ministry women: 18
- % of Ministry women this represents: 2.0%

Inventories

The Ministry has a Career Goal Inventory which includes women in the Toronto area, by current classification, next classification, education, past experience, and request for on-the-job training.

The Ministry also has an Inventory of submissions from agency heads, managers and branch directors identifying on-the-job training experiences in their specific areas.

The Career Goal Inventory is used for planning accelerated career development activities and notification of vacancies. The second inventory referred to above is employed for Affirmative Action Branch planning.

Allocation of Resources: Direct: $96,575 Indirect: $--

Staff Training and Development

- Number of participants: # of Men : 284
  # of Women : 164
- Females as a % of total participants: 36.6%
- Female participants as a % of Ministry females: 18.3%

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a %of Vacancies Filled
MODULE											
Administrative	12	26.1	4(1)	115	49	3	3	14	12	2(0)	50.0
Clerical	11	84.6	--	--	--	--	--	--	--	--	--
Operational	1	4.2	1	4	0	4	0	4	0	0	0.0
Professional	1	3.8	2	45	4	2	1	17	1	1	50.0
Technical	0	0.0	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	8	5.2	24	349	46	55	3	88	4	0	0.0
Clerical Services	88	68.2	4	11	0	5	0	6	0	0	0.0
General Operational Serv.	44	13.1	46	155	19	75	7	113	11	4	8.7
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	96	2.3	433[1]	3373	300	1631	175	1160	109	39[1]	9.0
Maintenance Services	139	36.5	14	137	7	33	3	49	6	1	7.1
Office Services	465	97.7	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	11	21.2	3	67	12	10	1	12	2	0	0.0
Technical Services	21	39.6	1	24	11	2	0	7	2	0	0.0
TOTALS	897	15.4	532(1)[1]	4280	448	1820	193	1470	147	47(0)[1]	8.8

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

(1) 16 out of 124 vacancies for Constable in the O.P.P. were filled by women. The successful O.P.P. constables are selected from the ranks of Probationary Constables, subject to O.P.P. Recruitment/Training procedures, such that for these vacancies, there are no appropriate statistics for "# of Applicants/# Qualified/# Interviewed."

T091 WP1(11/82)

Staff Training and Development (cont'd)

Women's share of staff training and development was 36.6%, which greatly exceeds their representation (15.4%), but is a decrease from their share in 1980/81.

The actual dollars spent on both men and women increased substantially in 1981/82 over 1980/81 amounts, with women's proportion of those funds increasing to 41% of the total dollars, which is greater than their numerical representation (36.6% of course attendance).

Women's participation (actual numbers) and their participation rate in Managerial/Supervisory courses have increased from 9.6% of participants in 1979/80, to 25% in 1980/81, to 28.7% in 1981/82.

The actual numbers of both men and women taking courses decreased slightly in 1981/82 from 1980/81.

Regional Delivery

The Human Resources Development office, including the Affirmative Action Program Manager, visited regional offices. Ministry news packages were regularly sent to all district offices. A presentation on the Program was made to the O.P.P. and the Personnel Services Branch.

Female employees of the Ministry attended Regional Delivery Days sponsored by the Affirmative Action Council.

Highlights of Ministry Affirmative Action Program

The 1981/82 Affirmative Action Program concentrated on Management Accountability and Accelerated Career Development activities for women. Branch Directors submitted Plans to the Deputy Minister identifying on-the-job training areas as well as reporting Affirmative Action results at year end. Accelerated Career Development included on-the-job training, job rotation and secondments. The Affirmative Action Incentive Fund was accessed for three on-the-job training experiences.

The Equal Opportunity Advisory Committee and Task Forces continued to address problem areas and initiate activities to reflect or meet employee needs. They continued to offer lunch-hour workshops and courses, including "Effective Speaking" and "Career Development" for women. Scanner, the bi-monthly Ministry newsletter was published, as well as a Human Resources Development brochure. The three libraries were replenished.

The data base was updated with the Annual Statistics Report being printed and distributed. Close monitoring took place of competitions in under-represented classes and a post-audit of all competitions in the Ministry was conducted. A system was established to receive all competition data on an ongoing basis.

The Human Resources Development Advisor offered career, academic and personal counselling to women in the Ministry, as well as consultation to managers in relation to staff and individual problems and complaints. She also visited regional offices. The Affirmative Action Program Manager was Vice-Chair of the Affirmative Action Council's Regional Delivery Task Force.

Highlights of Ministry Affirmative Action Program (cont'd)

1981/82 was a breakthrough year for the Affirmative Action Program in the Ministry: a female manager was hired in Financial Services; a female statistician was hired by the O.P.P.; a female office manager came aboard at the O.P.P. Training Branch in Brampton, and a female engineer is now working at the Ontario Fire Marshal's Office, as well as first-time female Fire Safety Inspectors. The fiscal year closed with the appointment of a woman Metropolitan Toronto Police Commissioner, Jane Pepino.

MINISTRY OF: TRANSPORTATION AND COMMUNICATIONS CHAPTER 27

Total Number of Employees in the Ministry: 10,003*

Women's Share of Ministry Employment: 17.9% (1792)*

Women's Share of Female OPS Employment: 6.3%

Salary Distribution

Women average salary 1980/81: $14,307.
1981/82: $16,454.
An increase of 15.0%

Men's average salary 1980/81: $20,394.
1981/82: $21,700.
An increase of 6.4%

Women's average salary was 75.8% of men's in 1981/82 (compared to 70.2% in 1980/81), for a decrease in the wage gap of 5.6%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: 6
- Other ACDs: 61
- Total number of initiatives undertaken by Ministry women: 67
- % of Ministry women this represents: 3.7%

Inventories

A Career Development Inventory has been established in the Affirmative Action Program office. This inventory indicates the career goals and/or interests of MTC women, their education and employment history. The inventory may be accessed to identify women for developmental opportunities and special assignments that would assist them in meeting their career goals.

Allocation of Resources: Direct: $141,766 Indirect: $ -

Staff Training and Development

- Number of participants: # of Men : 5693
  # of Women: 1076
- Females as a % of total participants: 15.9%
- Female participants as a % of Ministry females: 60.0%

The women's total share of staff training and development was 15.9% in 1981/82, slightly less than their Ministry representation (17.9%).

In 1981/82, women represented 14.2% of participants in internal (MTC and CSC) courses as compared to 13.4% in 1980/81. Although the percentage of women enrolled in management courses (in relation to total enrollees in management courses) dropped, from 15% in 1980/81 to 8.6% in 1981/82, there was a significant increase in female enrolment for Technical/Professional courses, from 6% to 12.5%.

In addition, of the 648 employees enrolled in external courses, 32% were women.

* March 1982 IPPEB 237 statistics - includes LTIP employees

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	62	12.4	91(23)	951	142	418	45	285	44	12(4)	13.2
Clerical	29	50.9	9	38	6	25	3	25	3	0	0.0
Operational	0	0.0	19	154	0	92	0	89	0	0	0.0
Professional	28	5.0	64(13)	823	71	470	29	213	20	6(1)	9.4
Technical	2	0.4	10(4)	178	1	147	1	30	0	0(0)	0.0
CATEGORY											
Administrative Services	79	10.4	120	958	212	474	114	309	87	29	24.2
Clerical Services	880	67.8	2	8	1	2	0	2	0	0	0.0
General Operational Serv.	13	6.4	14	136	42	66	26	46	11	2	14.3
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	18	0.6	183	1561	53	924	29	607	19	4	2.2
Office Services	570	94.5	1	1	2	1	2	1	1	1	100.0
Scientific and Professional Services	7	9.6	1	19	9	5	4	4	4	1	100.0
Technical Services	104	5.1	72	625	63	333	24	268	22	5	6.9
TOTALS	1792	17.9	586(40)	5452	602	2957	277	1879	211	60(5)	10.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Regional Delivery

The Ministry's network of Regional Affirmative Action representatives includes 5 Council Members and 34 Unit Representatives in the regional and district offices. The Network provides a communication and information dissemination system for the Program and related staff concerns.

In addition, a communication link has been established with each region via an Affirmative Action Regional Coordinator. The Coordinator acts as the Affirmative Action management liaison for each Region. (note: - not all coordinators are responsible for other human resource management functions)

Highlights of Ministry Affirmative Action Program

The Ministry Affirmative Action Council introduced a newsletter under the logo "Working Together." Three issues were published in the fiscal year with the purpose of increasing the awareness of the Affirmative Action Program and to disseminate information to all employees.

The Program implemented new accelerated career development initiatives, promoted as "Affirmative Action Opportunities." These opportunities, which were open to Ministry women, consisted of training assignments in underrepresented areas, to help them become better qualified to compete for positions.

Affirmative Action branch and division plans were developed by Ministry managers to increase management accountability for achieving Affirmative Action plans.

A Data Base Guide was developed for the purpose of standardizing the collection, display and analysis of data.

Breakthroughs:

Branch Director
Review Officer
Inspector, Signs and Bldgs. Permit
Employment Standards Auditor
Purchasing Officer
Hwy. Equip. Oper. 3

MINISTRY OF: TREASURY AND ECONOMICS CHAPTER 28

Total Number of Employees in the Ministry: 367

Women's Share of Ministry Employment: 50.1% (184)

Women's Share of Female OPS Employment: 0.6%

Salary Distribution

Women's average salary 1980/81: $19,822.
1981/82: $22,356.
An increase of 12.8%

Men's average salary 1980/81: $29,755.
1981/82: $32,863.
An increase of 10.4%

Women's average salary was 68.0% of men's in 1981/82 (compared to 66.6% in 1980/81), for a decrease in the wage gap of 1.4%.

Accelerated Career Development Initiatives

- Number of ACD initiatives under AAIF: --
- Other ACDs: 12
- Total number of initiatives undertaken by Ministry women: 12
- % of Ministry women this represents: 6.5%

Inventories

The human resources inventory for all ministry employees is comprised of:

. employee name, sex, classification, date of classification appointment, branch

all of which is categorized by occupational module and classification so that feeder groups for all vacancies are easily identified.

It is accessed regularly by the A.A.P.M. to notify women of career opportunities and to assist in planning accelerated career development opportunities.

Allocation of Resources: Direct: $24,983 Indirect: $ -

Staff Training and Development

- Number of participants: # of Men : 105
  # of Women : 130
- Females as a % of total participants: 55.3%
- Female participants as a % of Ministry females: 70.7%

Ontario
Ministry of
Labour

OCCUPATIONAL DISTRIBUTION OF WOMEN IN MINISTRY
and HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES

Occupational Module/Category	Distribution of Ministry Women		# of Vacancies (*)	# of Applicants		# Qualified		# Interviewed		Women Hired	
	# as of 31/03/82	% of Mod./Cat.		M	F	M	F	M	F	Total # (*)	As a % of Vacancies Filled
MODULE											
Administrative	14	29.2	1	83	10	13	2	9	2	0	0.0
Clerical	6	85.7	--	--	--	--	--	--	--	--	--
Operational	0	0.0	--	--	--	--	--	--	--	--	--
Professional	39	29.5	12(6)	162	40	124	29	29	11	3(2)	25.0
Technical	--	--	--	--	--	--	--	--	--	--	--
CATEGORY											
Administrative Services	9	40.9	2	155	46	44	9	14	3	0	0.0
Clerical Services	58	73.4	1	7	0	3	0	3	0	0	0.0
General Operational Serv.	0	0.0	1	25	1	10	0	6	0	0	0.0
Institutional Care/ Correctional Services	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	--	--	--	--	--	--	--	--	--
Office Services	42	97.7	1	4	2	3	0	3	0	0	0.0
Scientific and Professional Services	9	42.9	--	--	--	--	--	--	--	--	--
Technical Services	7	87.5	--	--	--	--	--	--	--	--	--
TOTALS	184	50.1	18(6)	436	99	197	40	64	16	3(2)	16.7

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "# of Vacancies" and "Women Hired"

T091 WP1(11/82)

Staff Training and Development (cont'd)

Over the past three years, there has been a continued increase in the numbers of women taking courses of a Technical/Professional nature: in 1981/82, 80% of courses taken by women were Technical/Professional; in 1980/81, 69.2%; and in 1979/80, 61.8%.

Notably, 47% of the women taking Technical/Professional courses in 1981/82 were from the Office Services Category, compared to 9.8% in 1980/81.

Highlights of Ministry Affirmative Action Program

The Affirmative Action Program in Treasury and Economics was restructured to include a full-time program manager. Meetings were held between the A.A.P.M. and all branch directors to discuss continued commitment and program strategies. Information sessions were held with women across the Ministry to review program objectives, current issues and related activities.

A new Affirmative Action Advisory Committee was elected with representation from each division of the Ministry. The Committee meets every two months to discuss and identify needs relating to the development of the potential of female staff. In addition, members of the Committee assist in developing and maintaining lines of communication pertaining to equal opportunity programs between all levels of staff and the Affirmative Action Program Manager.

The Ministry sponsored three "Women in Business" luncheon seminars which focussed on the challenges facing women in the business environment. Overall, there was approximately 80% participation by ministry women.

Whereas it is not always practicable for small ministries to run career development workshops for a limited number of employees, one of the larger ministries was approached and two Treasury women attended career development workshops conducted by the Ministry of Consumer and Commercial Relations. (Career counselling to all women was provided as requested/required, initiating talks with managers, etc., regarding developmental moves.)

It is important to note that many of the under-represented classes in the Ministry have small populations and low turnover rates which make it difficult to set targets. In the absence of priority formula targets, the Ministry continued its commitment to the program by setting and meeting 2 non-formula targets at the PM-19 (Econ. and Stats.) level.

One woman was hired at the PM-21 (Econ. and Stats.) level, historically a male-dominated class in the Ministry. One woman was promoted from Clerk 5 General to Management (Personnel Administration AM-17).

Reclassifications increased ministry and service-wide representation of women in the following under-represented areas:

- One woman was reclassified to Financial Administration AM-18; and one woman to Purchasing Officer 3.

In addition, there was another unreported promotion, one woman to Assistant Director, General Administration-22, in 1980/81.

THE LIQUOR CONTROL BOARD OF ONTARIO CHAPTER 29

Agency Description

Total Number of Employees: 3,506

Women's Share of Board Employment: 8.2% (288)

Occupational Characteristics

Women's share of store employment: 4.7% (an increase of 1%)

43.8% of total female employees are in the store system (an increase of 1.9%).

3.2% of total female employees in the store system are in Management positions (an increase of .5%).

13% or 22 women are in Management positions in Head Office (an increase of 7 women or 46.7%).

31 more women are employed by the Board than in 1980/81 although the total number of employees has decreased.

Salary Distribution

Women's Salary Distribution in 1981/82:

(1)	.35%	- $12,000
(14)	4.86%	- $14,000
(34)	11.81%	- $16,000
(67)	23.26%	- $18,000
(81)	28.13%	- $20,000
(91)	31.60%	- over $20,000
(288)	100 %	

In 1981/82 women decreased their representation in the below $18,000 salary ranges and increased representation in the $20,000 and over salary range.

Outline of 1981/82 Action Plans

Executive Policy Commitment and Involvement

During 1981/82 the Chairman and General Manager continued to support the program and communicate goals and objectives, including year end results, via memorandum to all employees.

The re-organization of the Administrative function within the Liquor Control Board of Ontario during 1982 resulted in a changed reporting relationship for the Program Manager. She now reports directly to the Assistant General Manager, Personnel Administration Division.

Assignment of Responsibility

The L.C.B.O.'s full-time Program Manager is responsible for planning, developing and co-ordinating the Affirmative Action Program.

She meets regularly with the Assistant General Manager of Personnel Administration and communicates issues of concern, problems and recommendations to ensure positive results are achieved.

Allocation of Resources: Direct: $32,000

The Program Manager developed and administered a separate budget.

Clerical assistance was provided when required.

Information Systems

Staff Training and Development Statistics

12 women participated in Management Development Workshops.

A total of four Career Development Workshops were conducted (in-house). Sixty-eight (68) women participated in Career Development Seminars throughout the province.

25 women attended Professional Development Seminars.

18 women took advantage of the Financial Tuition Assistance Program.

Recruitment, Selection and Promotion

The Program Manager continued to monitor competitions in under-represented areas and a post audit of all competitions was conducted.

13 women were promoted during the fiscal year.

As part of outreach recruitment, posters were designed and displayed in all outlets to increase female awareness and rate of application.

Breakthroughs

30 women were hired in non-traditional positions e.g. retail, Warehouse and bottling.

The number of female store clerks increased in outlets from 106 in 1980/81 to 126 in 1981/82. (An increase of 18.8%)

Regional Program Delivery

The Program Manager visited several districts throughout the province and delivered program at Supervisors, Managers and Assistant Managers meetings.

Information on Affirmation Action Program was included in new Employee's Orientation Kit.

NIAGARA PARKS COMMISSION CHAPTER 30

Agency Description

Total Number of Employees: 244
Women's Share of N.C.P. Employment: 25.0% (61)

Occupational Characteristics

Occupational Module/Category	Number of Women in Category/ Module	Women As A % of Category/ Module	% of Women in Agency This Represents
Administrative Module	0	0	0
Clerical Module	1	25.0	1.6
Operational Module	0	0	0
Professional Module	0	0	0
Technical Module	0	0	0
Admin. Services Category	0	0	0
Clerical Serv. Category	18	85.7	29.5
General Op. Serv. Cat.	9	13.8	14.8
Maintenance Serv. Category	0	0	0
Office Serv. Category	11	100.0	18.0
Operational Services Cat.	0	0	0
Scient. & Prof. Serv. Cat.	1	33.3	1.6
Technical Serv. Category	1	50.0	1.6
Retail Manager	8	36.4	13.1
Retail Sales Clerk	12	92.9	19.7
TOTALS	61	25.0	100.0

Summary of Occupational Changes

Women's representation increased by 1.5% in the General Operational Services Category, from 13.3% to 14.8% in 1981/82.

Women still have no representation in 7 categories/modules.

Salary Distribution

Salary Ranges	Men		Women	
	#	%	#	%
Below $9,000	0	0.0	0	0.0
$ 9,000 - $14,999	0	0.0	16	26.2
$15,000 - $26,999	163	89.1	44	72.1
$27,000 - and over	20	10.9	1	1.7
Totals	183	100.0	61	100.0

In 1981/82, the total of classified employees decreased to 244 from 247 the previous year. However, the number of women in the agency has increased to 61, from 60 the previous year.

Due to cyclical pay increases, 8 women have moved out of the $9,000.00 - $14,999.00 range into the $15,000.00 - $26,999.00 range.

There is still one woman in the $27,000.00 and over salary bracket.

Outline of 1981/82 Action Plans

Assignment of Responsibility

The Women's Co-ordinator is a part time position combined with her regular job duties as Manager of the Queenston Heights Restaurant.

The Women's Advisory Committee meets once a month during the off season, to discuss any areas of concern which may exist.

Management Participation and Accountability

The Women's Co-ordinator (A.A.P.M.) reports directly to the General Manager of the Niagara Parks Commission.

The General Manager provided full support and involvement in the program by the review of all Affirmative Action reports, e.g. Annual Report.

The Women's Co-ordinator held meetings with the Management Committee whenever it was necessary during the year.

Information Systems

Staff Training and Development

All permanent employees are encouraged to take courses at Universities, Community Colleges, etc. Requests for educational assistance are reviewed by the General Manager and are financially assisted in accordance to the relation of the course to the applicant's current job position.

Out of a total of 42 courses attended, 40.5% were taken by women, and 59.5% were attended by men.

Women's share of the training dollar was 37.4% ($1644.00) while men's share was 62.6% ($2753.00).

Breakthroughs

1. In 1981/82 a female was hired permanently to become the first female Assistant Pastry Chef.

2. A female Assistant Manager was promoted to Manager in the Food Services Department. The job was previously held by a male, who was transferred to another food outlet.

3. A female supervisor was promoted to Manager in the Food Services Department. The position was previously held by a male who retired from the Commission.

Breakthrough (cont'd)

4. A Retail Management Trainee Program has been started with three female employees promoted to the program.

5. Two female gardeners were hired to the permanent staff. One was hired as a grower at the greenhouse, the other as a gardener at the Oakes Garden Theater. This is a first in this area.

TV ONTARIO CHAPTER 31

(Ontario Educational Communications Authority)

Agency Description

Total Number of Employees: 402
Women's Share of Agency Employment: 51.5% (207)

Occupational Characteristics

The breakdown of category and salary bands is unique to this Agency due to the Personnel and Payroll Systems in effect at TV Ontario.

By-Law Salary Level*	Male		Female		Total	
	#	% Cat.	#	% Cat.	#	% of Employees
1	4	100	-	-	4	1.0
2	6	85.7	1	14.3	7	1.7
3	16	84.2	3	15.8	19	4.7
4	7	70.0	3	30.0	10	2.5
5	30	63.8	17	36.2	47	11.7
6	8	57.1	6	42.9	14	3.5
7	10	66.7	5	33.3	15	3.7
8	4	40.0	6	60.0	10	2.5
9	4	15.4	22**	84.6	26	6.5
10	2	22.2	7	77.8	9	2.2
11	-	-	2	100.0	2	0.5
12	2	50.0	2	50.0	4	1.0
13	-	-	3	100.0	3	0.7
14	-	-	20	100.0	20	5.0
15	-	-	13	100.0	13	3.2
16	-	-	-	-	-	-
17	102	51.3	97	48.7	199	49.5
TOTAL	195	48.5%	207	51.5%	402	100%

* Salary Level Description

1) Executive Management

2)
3) Senior Management
4)

5)
6) Middle Management

7)
8) Supervisory/Professional
9)

10)
11) Officer/Professional
12)

13)
14)
15) Admin./Secretary
16)

17) Bargaining Unit

** Includes 3 secondments

Salary Distribution

Women's average salary was $22,043 compared to $19,987 in 1980/81, for an increase of $2,056 (10.3%).

Men's average salary was $30,051 compared to $26,644 in 1980/81, for an increase of $3,407 (12.8%).

Women's average salary in 1981/82 was 73.4 % of men's compared to 75% in 1980/81, for an increase in the wage gap of 1.6%.

Outline of 1981/82 Action Plans

Assignment of Responsibility

Reorganization within the Personnel Resources Branch placed responsibility for HRD and affirmative action with the Manager, Personnel Planning and Development, and a Human Resources Development Officer. (Prior to this reorganization, the Manager's position was vacant for seven months and the HRD officer spent a majority of her time dealing with recruitment).

One of the objectives of the restructuring is to enable more concentration on human resource planning considerations, as well as training and development. This emphasis continues to include the development of women at TV Ontario to assume increased responsibility and/or to prepare for career moves into new disciplines. The HRD officer continues to serve as the Women's Advisor and represents TV Ontario as an associate member on the Affirmative Action Council.

Allocation of Resources

	Direct	Indirect
Salaries and Benefits	$ 7,700	$ -
Transportation & Communications Services Supplies & Equipment	8,000	1,700
	$15,700	$ 1,700

Management Participation and Accountability

Managers were asked to review the salaries of 25 employees at mid-year (18 or 72% of whom were women) and, if appropriate, recommend salary increases to better reflect the midpoint orientation of the salary range for competency in the job. All 25 employees received an increase to move them closer to the midpoint.

Information Systems

Staff Training and Development

During 1981/82, 11 women were financed by TV Ontario to participate in courses offered at educational institutions. Women spent 47% of the money allocated for the educational assistance program.

Staff Training and Development (cont'd)

In addition, numerous women in management attended two special half-day seminars with experts in the fields of computers and education.

Secondments

All five opportunities for on-the-job training were filled by female employees.

Recruitment

Of the 47 new hires during 1981/82, 29 (62%) were women. The latter filled bargaining unit, administrative/secretarial, officer level, and professional/supervisory level positions. A total of 23 positions were filled internally; 16 (69.6%) of these also went to women, five of which were in middle management levels.

In addition, 24 long-term contract staff were offered staff positions; 19 (79.2%) of these positions are held by women.

Breakthroughs

Actions were taken by Personnel and the Maintenance section of the Operations Branch to explore the possibility of an industry-wide apprenticeship program for electronics technologists to meet the dearth of qualified personnel. As plans are finalized, an outreach program in high schools will begin. The Women's Advisor will participate in this process to ensure that both male and female students will be informed of this unique opportunity. In this way, the traditionally male-dominated technical area should begin to be able to hire qualified female technicians as the three-year program gets underway.

THE WORKMEN'S COMPENSATION BOARD CHAPTER 32

Agency Description

Total Number of Employees: 3,045
Women's Share of Board Employment: 64.6% (1,968)

Occupational Scale	Number of Women		Women as % of Scale		as % of all Women Employees	
	1980	1981	1980	1981	1980	1981
Clerical	1,298	1,313	92.5	92.3	68.3	66.7
Industrial	27	28	22.5	22.8	1.4	1.4
Treatment	111	114	74.5	74.0	5.8	5.8
Management & Senior Admin.	466	513	36.0	38.1	24.5	26.1
TOTAL	1,902	1,968	64.1	64.6	100%	100%

Summary of Occupational Changes from 1980 to 1981

Women's share of employment at the W.C.B. has been steadily increasing since 1976. This trend continued during 1981.

1980 - 64.1% of Board employees were women
1981 - 64.6% of Board employees were women

During 1981, there was an increase of 79 employees at the Board. Of these, 79, 83.5% were female and 16.5% were male.

Women's representation in the Management and Senior Administrative Scale has been steadily increasing since 1976. This trend continued during 1981.

1980 - 36.0% of Management and Senior Administrative Scale were women
1981 - 38.1% of Management and Senior Administrative Scale were women

Outline of 1981 Action Plans

Executive Policy Commitment and Involvement

The Equal Opportunity Action Plan for 1981 was presented to Management Committee by the Equal Opportunity Co-ordinator and passed on March 18, 1981.

Assignment of Responsibility

The full-time Equal Opportunity Co-ordinator reports to the Vice-Chairman of Administration and General Manager and to the Executive Director of the Human Resources Division for program guidance.

Direct support staff consists of one full-time Program Assistant. One full-time temporary typist was hired as of March 20, 1981; prior to this date, a part-time typist was shared with Legal Branch. The Human Resources, Communications and Vocational Rehabilitation Divisions have all contributed staff throughout the year as direct support on various projects.

The Equal Opportunity Co-ordinator attends Employment and Staff Development Branch meetings to keep members of the Division up-to-date on program activities. These meetings are held bi-weekly.

Both the Equal Opportunity Co-ordinator and Program Assistant have been active members of the Affirmative Action Council. Both Co-ordinator and Assistant were members of the Task Force for Professional Development of Affirmative Action Program Managers.

Allocation of Resources

	Direct	Indirect
Salaries & Wages	$21,000	$27,000
Employee Benefits	2,800	3,700
Transportation & Communications	1,000	1,500
Services	7,000	
Supplies & Equipment	13,900	
TOTAL	$45,700	$32,200

(from the Executive Director's Budget in Human Resources Division)

Management Participation and Accountability

The following items represent general program activities.

- Executive directors and directors assisted in program planning and implementation by making suggestions and recommendations to the Equal Opportunity Co-ordinator.

- The Equal Opportunity Co-ordinator presented the "Human Rights in Employment Workshop" to over 100 supervisors and above from all divisions of the Board.

- Presentations on the Equal Opportunity Program were made during meetings of the administrators of the Claims Information and Counselling Services Branch and of the supervisors of the Vocational Rehabilitation Division.

Information Systems

Staff Training and Development Statistics

Of the total female employees, 36.6% (721 women) participated in staff training and development courses in 1981.

Re-evaluation of Existing Staff Policies, Practices and Procedures

The Equal Opportunity Co-ordinator remained an active member of the Personnel Policy Committee. The committee is active in the development of the new policies as well as in the process of updating and revising existing policies.

Regional Program Delivery

A seminar on "Human Rights in Employment" was presented to the staff of the Sudbury Regional Office and the London Regional Office.

The Equal Opportunity Co-ordinator visited the Windsor Office where a session on "Human Rights in Employment" was presented to area office administrators in co-operation with the Claims Information and Counselling Services Branch of the Claims Division.

APPENDIX

AFFIRMATIVE ACTION PROGRAM DIRECTIVE

► GENERAL POLICY

Policy Intent:

Equal opportunity for women Crown employees is the policy of the Ontario Government. In order to accelerate the rate of improvement in women's occupational status, the Ontario Government has also approved a policy of Affirmative Action for Women Crown Employees. Ministries are therefore directed to continue their Affirmative Action programs.

Authority References:

Management Board Minutes of February 12 and March 4, 1980.

Cabinet Minutes of February 20 and March 12, 1980.

Definitions:

"Equal Opportunity"

Equal Opportunity is the policy of the Ontario Government. It involves equality of access to all positions, and to training, promotional, and developmental opportunities regardless of race, creed, colour, age, sex, marital status, nationality, ancestry, or place of origin.

"Affirmative Action"

Affirmative Action is a results-oriented approach to increase the utilization of women in the work force. It involves:

- policy review and modification to eliminate systemic barriers to women's advancement; and
- planned, measurable results for achieving improvements in women's participation in staff development and in their occupational distribution.

"Systemic Barriers"

Systemic Barriers refer to policies and practices which in themselves, or through inappropriate application, disadvantage certain groups in the work force.

"Numerical Planning Targets"

Numerical Planning Targets refer to minimum targets for improving women's representation in under-represented categories, modules and levels which are planned by the ministry and approved by Management Board.

► GENERAL POLICY (continued)

Definitions: (continued)

"Accelerated Career Development"	Accelerated Career Development refers to direct career development activities aimed at increasing the pool of qualified women within the Ontario Public Service by such means as: . on-the-job training, job rotations and secondments; or . full sponsorship of special staff development programs.
"Under-represented Category, Module or Level"	Refers to any category, module, or level where women make up less than 30% of the population.

Applicability: This policy applies to all ministries and to agencies, boards and commissions subject to Management Board policies, unless otherwise directed by Management Board.

Corporate Goal: The corporate and long-term goal of the Affirmative Action Program is to achieve equal opportunity for women Crown employees.

The achievement level of this goal is that representation by women, in all modules and categories, reach a minimum of 30% by the year 2000.

Corporate Objective: The long-term objective of the Affirmative Action Program is to raise the level and diversify the occupational distribution of women Crown employees as tangible evidence of their obtaining equal opportunity.

The planned achievement level of this objective will be determined by Management Board and communicated to all deputy ministers.

Ministry Objective: The long-term ministry objective for the Affirmative Action Program is to raise the level and diversify the occupational distribution of women according to numerical planning targets developed by the ministry and approved by Management Board.

► GENERAL POLICY (continued)

Affirmative Action Incentive Fund:

A centrally monitored Affirmative Action Incentive Fund has been established by Management Board and is available to ministries:

- to encourage achievement of the program objective; and
- to assist managers in providing accelerated career development for women.

Criteria for accessing the fund and administrative procedures are available from the Women Crown Employees Office, Ministry of Labour.

Resource Allocation:

Resources allocated by ministries to the Affirmative Action Program should:

a) be clearly identified; and

b) relate to:
   - the size of the ministry;
   - the proportion of women in the ministry;
   - regional organization;
   - ministry characteristics; and
   - results achieved.

► MINISTRY IMPLEMENTATION REQUIREMENTS

Basic Essentials:

The following basic essentials are required of all ministries:

- an Affirmative Action Program Manager, appointed by the ministry;
- a comprehensive data base;
- systems to ensure management accountability, which shall include tying affirmative action results to the ministry's performance appraisal system;
- review and monitoring of both personnel and management policies and procedures;
- regional delivery.

Ministry Priorities:

In order to increase the pool of women qualified to compete for positions in the Ontario public service, all ministries must undertake accelerated career development in the form of:

- on-the-job training, job rotation and secondments; or
- full sponsorship of special staff development programs.

Choice of Priorities:

Ministries must choose a minimum of 2 priorities from the following:

a) Priorities to raise the level of the occupational distribution of women, i.e. initiatives to get more women into:
   1. executive positions (Program Executive Plan and Senior Compensation Plan);
   2. middle management (any under-represented modules);
   3. entry level management positions.

b) Priorities to diversify the occupational distribution of women, i.e. initiatives to get more women into:
   1. skilled and semi-skilled trades and services;
   2. technical specialist positions;
   3. professional specialties.

Criteria for Choosing Priorities:

Ministries must ensure that the priorities they choose:

- relate to ministry problems (see "Criteria for Identifying Problems" in this Section);
- are realistic in quality and quantity;
- progress from the current stage of the ministry's Affirmative Action development and the results achieved to date;

► MINISTRY IMPLEMENTATION REQUIREMENTS (continued)

Criteria for Choosing Priorities: (continued)

- take advantage of special conditions and opportunities for raising and/or diversifying the occupational status of women. (For example, expected high turnover in any level of any under-represented category or module which would provide great potential for increasing the number of women.)

Criteria for Identifying Problems:

A problem exists where:

- little or no increase in women's representation over the last three years in any under-represented category/module/classification level has taken place;
- no women or very few women are in a level of a category/module/classification level;
- no or very few immediate potential female candidates exist for any level in an under-represented category or module;
- women have not been hired in proportion to their availability over the last three years in a level of a category or module. (Availability here refers to internal availability, which is women at the level directly below the vacancy, and external availability, which includes the numbers of women available from the private sector and in proportion to their graduate ratios. Data on availabilities are provided by the Women Crown Employees Office.)

Reporting Systems and Procedures:

Management by Results Reports (MBRs):

- should be submitted to the Women Crown Employees Office on December 1st of each year for analysis; and
- will be formally reviewed and approved by Management Board at the ministry's estimates review and approval process.

A brief semi-annual status report:

- should be submitted to the Women Crown Employees Office on September 30th of each year;
- will form the Affirmative Action Section of the General Management Report to Cabinet; and
- will be reviewed by the Civil Service Commission and Management Board prior to Cabinet.

Year-end reports on results achieved should be submitted to the Women Crown Employees Office on April 30th of each year for compilation of the Annual Report on the Status of Women Crown Employees.

► MINISTRY IMPLEMENTATION REQUIREMENTS (continued)

Corporate Monitoring and Evaluation:

The corporate monitoring and evaluation process includes:

- the Annual Report on the Status of Women Crown Employees which is tabled in the Legislature;
- the Affirmative Action Program Section of the Management Board's General Management Report; and
- year-end and periodic status reports prepared by the Women Crown Employees Office for Management Board.

Ministry Evaluation and Modification:

Ministries are required to maintain their own systems of internal evaluation and modification. For assistance, see the WCEO Technical Assistance Paper "Ministry Internal Evaluation".

POOR

QUALITY

ORIGINAL